

## Work at UH Advertisement

Title:	Instructor or Assistant Professor, CC (MLT Program Director)
Position Number:	0083310
Hiring Unit:	Health Sciences Department
Location:	Kapi'olani Community College
Date Posted:	November 13, 2017
Closing Date:	December 06, 2017
Salary Information:	C2, min \$5,273/mo. C3, min \$6,327/mo. Salary commensurate with qualifications and experience.
Monthly Type:	11 Month
Tenure Track:	Tenure
Full Time/Part Time:	Full Time
Temporary/Permanent:	Permanent
Funding:	General Funds

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### Other Conditions:

Contingent on course offerings and student demand, to begin approximately January 1, 2018, pending position vacancy, availability of funds, and actual staffing requirements. Position may be converted from 11 to 9 months or 9 to 11 months based on operational needs.

### Duties and Responsibilities

As program director and under general supervision, maintain an NAACLS-accredited medical laboratory technician program; continually develop, direct coordinate, and manage all components of the program effectively; coordinate didactic and field-work phases of the curriculum; set semester schedule of program courses; review and revise as needed program standards for admission and graduation; work with program advisory committee to help ensure that program meets needs of the health care community; teach in and assess classroom, lab, and/or community-based instruction in terms of end-of-program and course learning outcomes; develop and implement teaching and assessment strategies and methods to:

- 1) improve learning outcomes;
- 2) address the learning needs of the college's diverse students
- 3) integrate thinking and writing skills into course content where appropriate; and
- 4) use multi-media resources, including computers, where appropriate; regular workload may include evening and weekend classes, continuing education classes, distance education classes, and teaching at off campus sites; perform other teaching-related duties that include, but are not limited to, preparing course syllabi and maintaining office hours for academic advising and for conferring with students about course work; prepare graduating students for certification exam.

#### Non-teaching duties include:

- 1) working collegially to provide service to the department and college;
- 2) engaging in professional development and professional or scholarly activities related to one's discipline or teaching; and
- 3) engaging in public service related to one's professional status and/or expertise.

Perform related duties as assigned.

Instructor, CC Minimum Qualifications

- 1) Master's degree (Health or Health related field),
- 2) 3 years of teaching experience with knowledge of education methods and administration and current NAACLS accreditation procedures and certification procedures
- 3) ASCP BOC U.S. generalist certification as a Medical Laboratory Scientist/Medical Technologist; plus current State of license.
- 4) If qualified applicants are not available, others will be considered on an Acting Instructor basis.

#### Assistant Professor, CC Minimum Qualifications

- 1) Same as instructor plus an additional minimum of five years (or equivalent), full-time post licensure experience; total experience of a minimum of eight years.

#### Desirable Qualifications

- 1) Successful teaching at the post-secondary level as substantiated by student and peer assessments;
- 2) evidence of ability to work in a collegial manner with peers, department chairs, and administrators;
- 3) evidence of experience integrating writing, technology, and thinking skills in the teaching of MLT curriculum;
- 4) ability to write clear prose as substantiated by writing samples;
- 5) successful use of technology to support instruction inside and outside of the traditional classroom;
- 6) commitment to the mission and values of the community college with its open-door and multicultural populations;
- 7) ability to initiate, execute, and complete projects, including setting specific objectives and measuring results.

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#### To Apply:

Submit 1) Signed Faculty or Executive/Managerial **CC Personnel Form 27A** application form ([www.hawaii.edu/ohr/employ.htm](http://www.hawaii.edu/ohr/employ.htm)), 2) graduate and undergraduate transcripts(s) showing degrees and coursework to date. Copies of official transcripts are acceptable for application; however, on-line transcripts, academic record/grade summaries, diplomas or copies of diplomas will NOT be accepted. Original official transcripts are required at the time of hire (in order to be official, transcripts must have the official seal and be mailed directly from the degree-granting institution to name and address where application is submitted. Transcripts may not be stamped as issued to student or as a student copy); 3) a one- to two- page statement outlining the ways in which you meet the minimum and desirable qualifications 4) Three signed letters of recommendation attesting to your job performance and character. Application materials are to be sent to Patricia O'Hagan, Dean of Health Academic Programs, Kapi'olani Community College, 4303 Diamond Head Road, 'Ilima 206 Honolulu, HI 96816. All materials must be postmarked no later than the closing date, for an application and all documents to be considered complete or date-stamped by the dean's office no later than 4:30 p.m. on the closing date. Documents submitted electronically will not be considered. Incomplete or late applications will not be considered. Materials submitted become property of the College and will not be returned. Deaf and hard-of-hearing persons may call 1-711 or 643-8833. Kapi'olani Community College does not discriminate on the basis of age, race, sex, color, national origin, or disability in its programs and activities. For more information or inquiries regarding these policies, contact Section 504 Coordinator, (808) 734-9575; Title IX Coordinator, (808) 734-9522.

Address: Patricia O'Hagan, Dean of Health Academic Programs  
Kapi'olani Community College  
4303 Diamond Head Road, 'Ilima 206  
Honolulu, HI 96816

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Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawaii may be viewed at: <http://ope.ed.gov/security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.