Job Posting

Adjunct Pharmacy Tech Instructor

Date Posted: 11/25/2014
Posting End Date: Until Filled

Cisco College is accepting applications for the position of an adjunct instructor for the Pharmacy Technician Program. This position requires a minimum of three years work experience in the practice setting or area of expertise in which they are teaching, follow state regulations for licensure or registration to practice as a pharmacist or pharmacy technician. An adjunct instructor for the Pharmacy Technician program at Cisco College provides instruction to students to meet the educational objectives for the program. This individual will report to the Division Chair of Allied Health. This position will require evening hours and the ability to work well with students and other faculty. The position will be based at the Abilene Educational Center of Cisco College and is apart-time/as needed position. Resume packages will be accepted until the position is filled. Resume packages will be accepted until the adjunct position is filled. Resume packages are received via email, fax, and USPS, but email is preferred.

Please note: A complete resume package must include a completed Cisco College Application, resume/CV, cover letter, teaching philosophy, unofficial/student copy of transcript(s), and copies of certificates/licenses. The Cisco College Application and the Authorization Disclosure forms are located on the “Jobs” page of our website at www.cisco.edu under “Forms.” Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Please submit your resume package to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Cisco College
Job Description

Position: Adjunct Pharmacy Technician Program
Reports to: Division Chair of Allied Health
Last Updated: 11/19/2014

Job Summary
An adjunct of the Pharmacy Technician program is expected to accomplish assigned duties in an efficient, effective and competent manner, and strive for improvement and excellence in all work performed. Additionally, this individual must demonstrate a commitment to the comprehensive role of the community college as described in the Cisco College mission statement. The Pharmacy Technician Adjunct Instructor must cooperate and work harmoniously with college personnel and the public, and must follow all Cisco College policies, rules and regulations as they relate to this position.

Primary Duties
1. Coordinate the students’ learning experiences during the spring semesters of the program.
2. Utilize instructional plans
3. Direct and assess student progress in achieving theory and performance requirements of the program.
4. Teach and revise course within the philosophy, conceptual framework, and objectives of the medical assistant program.
5. Maintain student attendance and evaluations of students
6. Offer counseling and guidance to students as appropriate.
7. Attend all program faculty meetings; attend department and general faculty meetings as requested.
8. Perform all other duties as stated in the Cisco College Employee Handbook.

Minimum Qualifications
1. A minimum of three in the practice setting or area of expertise in which they are teaching.
2. Effective in directing and evaluating student learning and laboratory performance
3. Have knowledge in educational theory and techniques.
4. Adhere to state regulations for licensure or registration to practice as a pharmacist or pharmacy technician.