

**OFFICE OF HUMAN RESOURCES**  
803-327-8037  
803-981-7259  
803-981-7711 FAX

**FALL 2022**  
**Part-Time/Temporary**

**POSITION: Adjunct Microsoft Office Instructor- Information Technology/BCAS Division**

**MINIMUM TRAINING AND EXPERIENCE:** Baccalaureate in Computer Science, Information Technology, Information Systems or any comparable equivalent of education and experience. Preferred: Master's Degree in related field with 18 graduate hours in Computer Science, Information Technology, Information Systems or any comparable equivalent of education and experience and/or previous teaching experience. Proficiency with Microsoft Windows and the Microsoft Office Suite.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to provide excellence in teaching by communicating and interacting effectively with students enrolled in courses within the program area. Ability to use learning management system to communicate with students, faculty, and staff. Possess organizational skills to submit grades, reports, and records in a timely manner. Ability to keep student records and adhere to course schedules. Ability to ensure the course is taught in accordance with the established syllabi. Ability to supervise students and adhere to campus public safety directives. Ability to work flexible hours and evenings as needed. Ability to travel within the service areas.

**DUTIES AND RESPONSIBILITIES:** Provide students with course syllabus, grading/attendance policy, and other relevant information in a timely manner; relate instructional materials, discussions, and examples and illustrations; pace the instructor over the academic term; provide students with timely assessments; return assessment results in timely manner; relate assessments to course objectives; follow acceptable department and college grading policies; utilize appropriate instructional technology; maintain a positive environment for optimum student performance. Submit reports in timely manner; practice effective class management; prioritize duties and use time wisely; adhere to class schedules and meeting times; provide effective classroom/lab supervision; maintain accurate records; handle students' work and records in professional manner; perform other duties as required.

**To apply**, please complete an on-line employment application at [www.yorktech.edu/hr](http://www.yorktech.edu/hr) or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. **Applications accepted until June 6, 2022.**

**NATIONAL ORIGIN, SEX, INCLUDING PREGNANCY & CHILDBIRTH (FOR RELATED MEDICAL CONDITIONS), AGE, OR DISABILITY. PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE EMPLOYER.**