



35 Years & Growing!

Dental Hygiene Resident Faculty
9-month/benefits eligible
Bullhead City Campus
1- 418
Starting Date: August 13, 2007

Salary: \$33,918 - \$48,376 DOE

Mohave Community College (MCC) is a premier rural two-year comprehensive community college dedicated to enhancing careers, lives and futures. The mission of the college is to serve our students and communities by providing an environment for educational excellence, innovation and awareness.

MCC serves the northwest corner of the State of Arizona (Mohave County) and it's neighboring communities in California, Nevada and Utah. Mohave County is strategically located to provide an assortment of activities to suit all interests. Our warm, dry southwestern climate is perfect for year-round outdoor recreation. With 1,000 miles of freshwater shoreline, boating, fishing, skiing, and swimming activities are readily available. Numerous national and state parks and forests provide ample opportunities for hiking and camping - in either the mountains or the desert. Winter sports are available a couple of hours away at the Arizona Snowbowl in Flagstaff or at Mt. Charleston in the Toiyabe National Forest just north of Las Vegas.

Required Application Materials:

1. MCC Regular Application available at www.mohave.edu/jobs
2. A cover letter of interest. Address letter to Director, Human Resources.
3. Current resume.
4. Copies of transcripts. Internet generated transcripts are not acceptable. Unofficial transcripts are acceptable for application. Official transcripts required on hire.
5. Copy of current licensure.
6. Three letters of reference. Letters may be sent under separate cover.

All documents included in your application file become the property of the college and will not be returned. Your application for this opening will not be considered for future openings.

Benefits & Compensation: MCC offers a comprehensive benefits package including basic medical, dental, vision and life insurance coverage provided at no cost to the employee; 24 paid holidays per year; a generous leave policy including personal time off (PTO), jury leave, military leave, FMLA, and bereavement leave; matched contributions to state retirement program; tuition waiver for eligible dependents; interest-free loans for computer purchases, and much more.

Position Summary: Collaborate with management to facilitate all aspects of learning and the educational growth of students in the field of study for which the faculty member is hired. Assist in ensuring there is one, and only one, instructional planning and management strategy for the delivery and assessment of instruction offered by the College, emphasizing the student-first philosophy. Demonstrate a professional work ethic that includes a commitment to excellence in the ongoing preparation and delivery of instruction with a focus on student achievement, advisement and retention. This is an exempt position and will work non-traditional hours as required. Length of term is 170 duty days. Grade rosters not submitted to the Registrar's Office by the due date specified may be grounds for immediate dismissal.

Examples of Typical Work Tasks (does not necessarily include all the duties that may be assigned):

- ✦ Prepare classroom presentations and student assignments. Ensure an adequate supply of educational materials and supplies are available. Positions requiring laboratory work are also responsible for ensuring all OSHA requirements are met.
 - ✦ Collaborate with management in course/program development for all modalities including distance education.
 - ✦ Collaborate with other faculty and division chairs to develop, review and revise curriculum and assessments.
 - ✦ Handle confidential records and materials and maintain the security of information and documents according to established rules and regulations.
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See all our openings at:

www.mohave.edu

- ✦ Prepare course syllabi that includes course requirements, attendance requirements, grading criteria and office hours.
- ✦ Adapt traditional teaching methodologies to alternative modes of instruction including distance education as well as evening and weekend instructional delivery.
- ✦ Maintain scheduled and posted office hours.
- ✦ Maintain an active presence on campus that is commensurate with duties performed off campus in service to the college and a forty (40) hour work week.
- ✦ Assist the division chairs in scheduling classes and the selection of textbooks and course materials.
- ✦ Keep grade and attendance records and prepare required reports consistent with college policy and procedures.
- ✦ Provide on-going academic advising to currently enrolled and prospective students including two (2) days of advising each semester: sixteen hours prior to the Fall Report date and sixteen hours between the Fall and Spring semesters.
- ✦ Promote the accessibility of post-secondary education for all Mohave County residents.
- ✦ Work jointly with management in assessing the need for and pursuing professional development activities.
- ✦ Assist the division chair as needed to recruit associate faculty. Participate in instructional team building with associate faculty in the resident faculty's teaching discipline(s).
- ✦ Serve as an active contributing member of college committees and appropriate communication structure councils as assigned and/or elected. Attend staff functions as required.
- ✦ Engage in appropriate community service activities that benefit the students, programs and mission of Mohave Community College.

Minimum Qualifications: Bachelor's Degree required, DDS preferred. Must have Arizona RDH with anesthesia certification, DDS or be eligible for licensure.

Knowledge Required:

- ✦ Knowledge of integrated instructional and enrollment management programs and in implementing measurable results.
- ✦ Knowledge of strategic planning and development.
- ✦ Knowledge of instructional program development.
- ✦ Knowledge of supervisory theories, principles, practices and techniques.

Skills Required:

- ✦ Skill in developing curriculum and instruction in the discipline area.
- ✦ Skill in the technological support and delivery of educational programs and services.
- ✦ Skill in identifying problems, analyzing information and making recommendations.
- ✦ Skill in developing strategic instruction and student development goals and objectives.
- ✦ Skill in communication within a multi-cultural diverse population at various educational levels.
- ✦ Skill in mediating disputes with students.
- ✦ Skill in establishing and maintaining collaborative working relationships with all segments of the College and with external agencies as required.
- ✦ Skill in presenting ideas and concepts orally and in writing.
- ✦ Ability to be creative, innovative and willing to take risks to accomplish the goals of the institution.

Physical Requirements and Potential Hazards:

Medium Work: Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. Stand, walk, bend, and twist as required in handling patients. Use universal safety precautions to protect self, students and staff from biohazardous materials, including blood-borne pathogens. Comply with biohazard safety standards through proper handling of potentially hazardous chemical and biological agents in the workplace.

May be exposed to individuals who are hostile, angry or frustrated.

Submit applications to: Mohave Community College, Human Resources Department, 1971 Jagerson Avenue, Kingman Arizona 86409. For technical assistance, call 928.757.0835, 1.866.664.2832 x 1135 or e-mail Vikki Parson at vparson@mohave.edu. Faxed (928.757.0875) and emailed applications will be accepted for consideration. However, an original signature must be on file before any job offer can be extended.