



*POSITION ANNOUNCEMENT*

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*POSITION:* Director of Basic Skills Programs

*TERM OF EMPLOYMENT:* Full-time, 12-month

*CLOSING DATE FOR RECEIVING APPLICATION MATERIALS:* Noon on November 18, 2009

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*DUTIES AND RESPONSIBILITIES:* Isothermal Community College seeks Director of Basic Skills to direct and oversee the administration of all basic skills programs of the college including but not limited to Adult Basic Education, English as a Second Language, Compensatory Education, GED, Adult High School Diploma, Evenstart and Motherlearn in support the overall learning college.

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*QUALIFICATIONS:* Required: Bachelors Degree. Preferred: Masters Degree in Education Administration or related field.

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*SALARY RANGE:* Commensurate with education and direct experience.

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*PROPOSED DATE OF EMPLOYMENT:* February 2010

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*APPLICATION INSTRUCTIONS:* Applicants for this position should submit an Isothermal Community College Application for Employment, cover letter, professional resume and photocopy of transcripts above the high school level. It is the applicant's responsibility to ensure the application packet contains all required documents and to follow-up on the arrival of this information. Requested information must be received by noon on the deadline date. Incomplete application packets may not be eligible for consideration. Application for Employment may be downloaded from our website [www.isothermal.edu/job.openings.htm](http://www.isothermal.edu/job.openings.htm). You may direct questions to [jobs@isothermal.edu](mailto:jobs@isothermal.edu) or telephone (828)286-3636, Ext. 485.

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*SUBMIT APPLICATIONS TO:*

Mail to:

Isothermal Community College  
Human Resources Office  
PO Box 804  
Spindale, NC 28160

In-person to:

Human Resources Office  
Administration Building  
286 ICC Loop Road  
Spindale, NC 28160

Electronic applications are accepted with signature. Submit to: [jobs@isothermal.edu](mailto:jobs@isothermal.edu)

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*Isothermal Community College provides educational and employment opportunities without regard to race, color, religion, national origin, age, gender, veteran status, or disability. Isothermal Community College is an Equal Opportunity Employer Institution.*

10/26/09

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