



POSITION ANNOUNCEMENT

POSITION: Emergency Services Coordinator

TERM OF EMPLOYMENT: Full-time, 12-month

CLOSING DATE FOR RECEIVING APPLICATION MATERIALS: Noon on November 30, 2009

DUTIES AND RESPONSIBILITIES: Isothermal Community College seeks Emergency Services Coordinator to lead and manage emergency services occupation extension program components including but not limited to fire/rescue, emergency services, law enforcement, and safety and health related training in support the overall learning college.

QUALIFICATIONS: Required: Associates Degree with willingness to pursue Bachelors Degree. Preferred: NC EMT-I Instructor certification and NC EMT-P Instructor certification; working knowledge of the requirements of the Office of State Fire Marshall and the Office of Emergency Medical Services; or experience in programming courses.

SALARY RANGE: Commensurate with education and direct experience.

PROPOSED DATE OF EMPLOYMENT: January 2010

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. You may direct questions to jobs@isothermal.edu or telephone (828)286-3636, Ext. 485.

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

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.

11/03/09
