

# CHUKCHI COMMUNITY COLLEGE      KOTZEBUE, ALASKA

## EMPLOYMENT OPPORTUNITIES

Chukchi Community College, under the direction of Sam Towarak, is re-opening after a two year closure. The college, one of eleven community colleges within the University of Alaska Statewide System, will offer primary course emphasis in academic areas leading to an A.A. degree. The college will offer its programs using the widest variety of methods possible, both traditional and non-traditional. These include computer-assisted-instruction; instructional TV; audio-conferencing and correspondence; as well as classroom instruction.

### FACULTY POSITIONS AVAILABLE:

1. Humanities/Communications
2. Natural Science/Math
3. Counselor/Social Sciences

The faculty will be responsible for: program/curriculum development and instruction in the appropriate skill areas; advising students; travel to outlying areas; working as part of the instructional team assessing needs and delivering courses.

**QUALIFICATIONS:** Earned degree and experience in the appropriate skill area; curriculum development and assessment experience; cross-cultural education program experience; familiarity with distance learning methods; experience in non-traditional educational programs including experiential learning; successful experience in rural Alaska.

**SALARY:** In accordance with the ACCFT union contract: from \$33,508 to \$41,885 for nine months depending on education and experience.

### STAFF POSITIONS AVAILABLE:

1. Director of Instructional Support — responsible for: establishing and maintaining support systems for students and faculty in educational assessment and planning, career development and academic support; coordinate materials, faculty and students in the integration of study skills for each academic discipline; design development, evaluation, revision and implementation of instruction for on-site and distance delivery via telecommunications.

**SALARY:** \$40,087 to \$47,381/year.

2. Administrative Assistant — responsible for: secretarial and administrative support to the Director; handles payroll/personnel; maintains

schedule/calendar for the building; takes care of mail/correspondence. Must exercise independent judgment and be able to maintain confidentiality of information.

**SALARY:** \$14.41/hour.

3. Accounting Technician — under supervision is responsible for: accounts payable and receivable; purchasing; property inventory; maintaining soft ledgers.

**SALARY:** \$13.55/hour.

4. Admissions and Records Clerk/Secretary — responsible for: assisting in all registration procedures; add/drop transactions; monitoring forms for completion and accuracy; performing general secretarial support to the faculty including typing, filing, answering telephones and providing information to students, staff and the public.

**SALARY:** \$12.31/hour.

**Qualifications for Staff Support positions:** Any education and/or experience which clearly shows the ability to perform the assigned duties of the position.

**FACULTY CLOSING DATE:** September 17, 1982.

**STAFF CLOSING DATE:** September 10, 1982.

Expanded job descriptions available upon request or application. Submit letter of application, resume, names, addresses and telephone numbers of three professional references and transcripts for faculty positions to:

**Community Colleges, Rural Education and Extension  
Director of Human Resource Development  
570 W. 53rd Ave.  
Anchorage, Alaska 99502  
267-3334**

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