



## Call for Instructors

Employment with the Lifelong Learning Program at Butler County Community College is part-time, temporary and based on contractual agreements. Non-credit Lifelong Learning Instructors are needed at BC3 Main Campus in Butler, PA. Below please find a list of courses that need instructors. Reporting to the Director of Lifelong Learning at BC3 Main Campus, instructors must be highly trained professionals with the proper credentials for their area of expertise. **Please mark your application clearly with intended topic, and campus location – Example: Computer Instructor/Main Campus.** If you have questions, please contact the Director of Lifelong Learning at 724-287-8711 Ext. 8504.

Qualified instructors wanted for Butler County Community College's Lifelong Learning Program at BC3 Main Campus for the following courses: Introduction to Microsoft Word, PowerPoint, Excel and Intermediate Excel – must know reports, visual basic applications, commands, toolbars, ribbons and current technology.

**Deadline for course submissions is Friday, November 30, 2018.** Courses will begin Spring semester 2019, January – June. Interested candidates should complete the [employment application](#), and submit along with a letter of application, current resume, copy of college/university transcript(s), and names, addresses, and telephone numbers of three professional references. Incomplete application packets and/or any materials regarding this position that is received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Please be sure to mark on your applications the type of course you wish to teach and at which campus location you are most interested in teaching. Applicants currently employed by Butler County Community College must authorize in writing that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to:

Butler County Community College  
Attention: Paul Lucas, Director of Lifelong Learning  
P.O. Box 1203  
Butler, PA 16003-1203

Butler County Community College is an equal opportunity, affirmative action employer.