



QuickBooks Lifelong Learning Instructor Butler Main Campus

Butler County Community College (BC3) is currently accepting applications for the position of QuickBooks non-credit Instructor. Employment with the Lifelong Learning Program at BC3 is part-time, temporary and based on enrollment. Non-Credit Lifelong Learning Instructors are needed at BC3 Main Campus in Butler, PA. **Please mark your application clearly with intended topic, and campus location – Example: QuickBooks/BC3 Main Campus.** If you have questions, please contact the Director of Lifelong Learning at 724-287-8711 ext. 8504.

Reporting to the Director of Lifelong Learning, the QuickBooks Instructor would instruct QuickBook classes on Main Campus depending on enrollment. Applicants should possess accounting/bookkeeping skills and advanced knowledge of QuickBooks operating systems and procedures. The ability to communicate well and teach a variety of subject matters is essential. Upon hire, employee will be required to obtain or provide current PA Child Abuse History, PA State Criminal, and FBI Fingerprint Clearances.

Review of applications will begin immediately. 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:

Ms. Christina M. Fleeger
Executive Director of Human Resources/
Equal Opportunity Compliance Officer
Butler County Community College
107 College Drive
Butler, PA 16002

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