



Office of Human Resources
125 College Drive
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www.caspercollege.edu

Education for a Lifetime...

Casper College employees:

- * *Promote personal, professional and academic growth of the entire college community*
- * *Provide open access and affordability*
- * *Enhance a culture of trust, respect, and open communication among all participants*
- * *Encourage diversity of thought, culture and experience*
- * *Plan for the future in a context that reflects flexibility, innovation, tradition and sustainability*
- * *Provide service to community*
- * *Embrace accountability and responsibility*
- * *Foster and maintain an enriching campus environment*
- * *Celebrate and reward excellence*

Founded in 1945, the college campus is 28 buildings on more than 200 acres overlooking the city of Casper. With about 170 full-time and about 100 adjunct faculty, the college serves more than 4,000 students with nearly 150 degree, technical and career programs.

Selection Process

Receipt of your application will be acknowledged. For most positions, soon after closing date, application materials are reviewed, interviews conducted, and selections made by a committee. Applicants may call or e-mail the Human Resources Office to inquire regarding the status of the selection process.

Adjunct Instructor Certified Nursing Assistant

Casper College is accepting applications for adjunct instructor(s) for the Certified Nursing Assistant course(s).

Duties include:

- Adhere to syllabus, class and laboratory schedule for NRST 1500 as prepared by CNA lead instructor; distribute copies of course syllabi to students
- Keep attendance and maintain class records as required
- Schedule clinical at long-term care facility and provide appropriate environment for student experiences
- Prepare and coordinate campus and/or clinical labs as assigned; prepare and maintain campus lab materials and lab environment; inventory and order lab supplies
- Guide student learning experiences in the laboratory and client care settings
- Evaluate student clinical performance objectively and maintain current records of students' progress
- Guide students through the certification application process and issue certificates
- Other duties as listed in job description and/or assigned by administration

Qualifications

- Graduate of an approved school of nursing and hold current unencumbered R.N. license in the state of Wyoming.
- Baccalaureate degree in nursing and current enrollment or plan to enroll in a master's nursing program with intent to complete the degree within five years of employment
- Documentation of current CPR, Hepatitis B, MMR, chickenpox, latex allergy status, initial TB testing and valid Wyoming driver's license
- Two years RN experience with minimum of one year in a long term care facility
- Completion of the 'Nursing Assistant Train the Trainer' course or be willing to complete it prior to employment

To apply please submit:

- Completed Casper College applicant data/release form
- Letter of interest addressing specific qualifications for position requirements
- Current resume / curriculum vitae indicating cumulative years of full-time college teaching or cumulative credit hours for part time teaching
- List three references showing relationship and complete contact information
- Transcripts of all college work, graduate and undergraduate (official transcripts will be required if employed) and relevant certifications / licensure

Announcement date: November 4, 2009

Applications accepted until: until filled

Starting date: Summer, 2010

Salary: commensurate with education and experience

Note: This opening is for an adjunct instructor for Summer 2010; need is dependent upon sufficient enrollment; the position is not eligible for benefits.