

Job Postings

Indeed

Nashua Community College is seeking qualified individuals who are interested in adjunct teaching at the College on a course-by-course basis; strong academic background is required. Adjunct appointments are temporary and for a specified contract period only

We currently have a need for instructors in our Criminal Justice Program for face-to-face on campus courses during the daytime hours. Minimum qualifications include a Master's Degree in Criminal Justice or related degree. In addition, candidates must possess three years' practical experience in the Criminal Justice field. Salary is commensurate with experience.

Application Process:

Submit your completed application online with cover letter, resume/Curriculum Vitae, statement of teaching philosophy, and copy of official/unofficial transcripts. In your cover letter please include:

- **Courses you are qualified to teach**
- **Courses you have previously taught (if applicable)**


To learn more about course offerings at NCC, please visit <http://www.nashuacc.edu/academics>.

Please note: Resumes will not be accepted in lieu of a completed employment application and Employment History Sections that state "see resume" will not be accepted. Resumes will be reviewed on an on-going basis until needs are met and may be kept on file for future openings.

*Nashua Community College is an Equal Opportunity Employer. Discrimination on the basis of age, sex, color, religion, national origin, disability, genetic information, veteran status, marital status, sexual orientation, political affiliation, or any other non-merit factor is strictly prohibited.*Adjun



Community College System of New Hampshire
30+ days ago

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

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A thumbs up helps us know what types of jobs you're interested in. We'll send you more like these.



Associate Professor/Professor: Electronic Engineering Technology

At Community College System of New Hampshire in Nashua, NH, USA

This position is for the 2021-2022 academic year.

Associate Professor

SCOPE OF WORK: To educate students and develop curricula in the field of Electronic Engineering Technology as outlined in the prescribed program curriculum at Nashua Community College. This program is ABET (Accreditation Board of Engineering and Technology) accredited, with national recognition. This position reports to the Department Chairperson of the Engineering and Computing Sciences Department at Nashua Community College.

ACCOUNTABILITIES:

- Teaches Computer Engineering and Electronic Engineering Technology courses and other related courses as assigned.
- Demonstrates teaching effectiveness through the development of instructional materials that comply with established course content, integrate theory with applications, clearly define course goals, observe program and institutional accreditations standards, promote critical thinking and life skills, and responds to diverse academic needs.
- Maintains accessibility and availability to assist students with their learning needs and advises individuals or groups of students in academic matters and exercises professional judgment in referring students to appropriate personnel.
- Supervises student learning activities and academic progress and maintains accurate records of student progress and accomplishments. Consults with and interprets these to students and maintains accessibility and availability to assist students with their learning needs.

Internal Communications

Good Afternoon~

This week's internal career opportunities can be found attached and on CCSNH's intranet site for the posting period of **3/4/21-3/10/21** on the "Careers" link at the top of the home page.....or check out the NCC HR page at <https://www.nashuacc.edu/about/hr-employment>

If you have any questions, please do not hesitate to let me know~

Cathy Barry
 Human Resources Director
 Nashua Community College
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 Nashua, NH 03063
 Phone-(603) 578-8900 ext. 1766
 Fax- (603) 578-6829
 Email- cbarry@ccsnh.edu
 Web- <https://www.nashuacc.edu/about/hr-employment>

NCC Non-Discrimination Policy

Nashua Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national or ethnic origin, sex, age, disability, or marital status. The College System of NH and Nashua Community College and refers to, but is not limited to, the provisions of the following laws: Title VI and VII of the Civil Rights Act of 1964, The Age Discrimination Act of 1967, the Equal Pay Act of 1963, the Rehabilitation Act of 1973, the Readjustment Assistance Act of 1974, and the NH Law Against Discrimination (RSA 354-A).

The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination not covered under Title IX.

The following persons have been designated to handle inquiries regarding the Non-Discrimination Policy:

<p>Kyle Metcalf, Chairperson NCC Equity Committee Nashua Community College 505 Amherst St. Nashua, NH 03063 NCCHREC@ccsnh.edu (603) 897-9988 Equity Grievance Policy</p>	<p>Lizbeth Gonzalez Title IX Coordinator Nashua Community College 505 Amherst St. Nashua, NH 03063 lgonzalez@ccsnh.edu (603) 578-8928 Title IX Grievance Policy</p>
<p>Catherine Barry NCC Human Resources Director Nashua Community College 505 Amherst St. Nashua, NH 03063 cbarry@ccsnh.edu (603) 578-8900 ext. 1766</p>	<p>Jodi Quin Section 504 Coordinator Nashua Community College 505 Amherst St. Nashua, NH 030631 jquinn@ccsnh.edu (603) 578-8996</p>

Inquiries may also be directed to:

<p>Sara A. Sawyer CCSNH Director of Human Resources Community College System of NH 26 College Drive Concord, NH 03301 ssawyer@ccsnh.edu (603) 230-3503</p>	<p>NH Commission for Human Rights 2 Industrial Park Drive Concord, NH 03301 humanrights@nh.gov (603) 271-2767 TDD 1-800-735-2964</p>
<p>Equal Employment Opportunity Commission</p>	<p>Office for Civil Rights, Boston Office</p>

Human Resources Assistant at Community College System of New Hampshire Nashua, NH 03063

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This position is part-time, up to 20 hours/week with flexible work hours available.

GENERAL SUMMARY: Reporting to the Senior Human Resources Officer at NCC, assists with the daily functional activities of the college's Human Resources Department. Prepares, reviews, and maintains human resources forms and records, performs human resources functions including coordinating recruitment activities, interviewing applicants for employment and processing payroll and human resources documentation.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Performs daily human resources functions in a variety of areas, including training, recruitment, payroll, and record keeping.
- Assists in the gathering, auditing, and processing of time and leave records as required for the bi-weekly payroll process.
- Assists in maintaining personnel records and information, performs data entry (Banner SCT, eVerify, Ev5, ADP Timesaver) and prepares reports and documents, as assigned.
- Assists in distributing and tracking performance evaluation forms for full-time and part-time employees to the designated supervisor for completion and monitors progress to ensure completion.
- Assists with the implementation of recruitment processes for full-time and part-time classified positions and adjunct faculty; this includes assisting with placing recruitment ads, corresponding with applicants, and providing information and technical assistance to interviewers and search teams regarding effective and legal interviewing techniques and college policy and procedures.
- Works within the HRM applicant tracking system, communicates job vacancy postings to the college campus, as needed.
- Prepares new hire orientation kits; and completes special projects, as assigned.
- Assists in maintaining up-to-date supplemental job descriptions (SJDs) for all full-time and part-time classified positions at the college and updates organizational charts, as needed.
- Provides back-up assistance in filing Worker's Compensation claims and issuing FMLA paperwork.
- Conducts exit interviews and attends meetings as a representative of the college, as needed.
- Complies with all college, system, state and federal rules and regulations.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education: Associate's degree in human resources management, business administration, or related field.

Experience: Two (2) years' office or general administrative support experience in the field of human resources or payroll. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license or access to transportation for statewide travel.

PREFERRED QUALIFICATIONS: Effective project management, organization, communication, and problem-solving skills. Ability to understand, interpret and apply policies and regulations. Detail oriented and ability to enter data efficiently and accurately. Demonstrated proficiency with word processing and spreadsheet applications, specifically Microsoft Word, Excel, and Access. Effective oral and written communication skills. Demonstrated excellent interpersonal skills including the ability to work cooperatively and effectively with staff, faculty, students, and the public in person and over the telephone. Knowledge of correct English grammar, spelling and punctuation and the ability to communicate effectively both orally and in writing. Ability to perform detail work with a high degree of speed and accuracy. Ability to effectively organize, prioritize and complete tasks independently in a fast-paced environment with frequent interruptions and conflicting deadlines. Knowledge of office methods, procedures, and practices. Ability to make independent decisions and exercise sound judgment. Demonstrated ability to maintain a positive demeanor and attitude during busy and stressful periods. Ability to establish and maintain effective working relationships in a team-oriented environment. Ability to maintain a high degree of confidentiality and exercise discretion