

## JOB DESCRIPTION

<b>Institution:</b>	<b>Southwest Technical College</b>
<b>Position:</b>	<b>Faculty Adjunct - Pharmacy Technician, Substitute</b>
<b>Last Revised:</b>	<b>10-11-2018</b>
<b>Reports To:</b>	<b>Faculty, Coordinator or Director</b>

### **Job Summary:**

Supports the College Mission to serve students, employers, and the College community. In a part-time role, provides quality education and job skill training in a safe, clean, positive, and productive learning environment. Participate collaboratively and professionally with students, faculty, staff to promote and improve the college community and its programs.

### **Essential Functions:**

1.	Presents and supervises learning opportunities for students in accordance with designated and approved course curriculum and assessments.
2.	Promotes job readiness, encourages professionalism and good work habits, and assists students in seeking and finding employment.
3.	Works collaboratively with other department personnel to meet College program and accreditation standards and requirements including completion, placement, licensure, membership hours, headcount, certificates awarded, and retention (graduate completers).
4.	May maintain student academic records including attendance and module and course sign-off as appropriate.
5.	Maintains a safe, clean and orderly training area by: ensuring there are adequate supplies to support continuous instruction; monitoring responsible use of supplies and equipment; and requesting and maintaining equipment as appropriate.
6.	Orients new students to classroom facilities, technology, and program/classroom performance and behavior expectations, procedures, and safety.
7.	Works within the assigned program budget.
8.	Builds and maintains relationships with industry partners.
9.	May assist in the development and instruction of custom courses.
10.	Assures effective two-way communication at all levels of responsibility.
11.	Participates in department and college meetings as appropriate.
12.	Seeks always to promote a spirit of collegiality in dealings with college staff.
13.	Perform other related duties as assigned.

### **Qualifications:**

To perform at a proficient level and to be fully qualified, a person would be expected to have:

1.	<b>Education:</b>	High School Diploma required. Additional education may be required based on program or course assignments.
2.	<b>Certifications:</b>	Certifications applicable to assigned teaching area/s and courses.
3.	<b>Experience:</b>	A minimum of three years related industry experience.
4.	<b>Background Check:</b>	Must be able to pass a background check.

**Environmental Factors:**

Conventional Educational Environment. In some programs, employees may occasionally be exposed to cleaning chemicals, and the hazards associated with respective industry equipment.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employee being assigned to this classification; they are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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Employee Signature

Date