



# ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE

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## Job Opportunities - Lecturers/Instructors

The **SVGCC** is seeking to recruit qualified and innovative individuals to deliver instruction in various subject areas for **Semester II** of the 2024-2025 academic year as **Adjunct Lecturers**. The specific fields of interest are:

### DIVISION OF ARTS, SCIENCES AND GENERAL STUDIES

- Law Office Management
- Introduction to Financial Accounting
- Organisational Behaviour
- Small Business Management
- Financial Management
- Introduction to Probability and Statistics

### DIVISION OF TECHNICAL AND VOCATIONAL EDUCATION

- Fundamentals of Networking
- Networking
- Programming 2

### SUMMARY OF DUTIES & RESPONSIBILITIES:

- Deliver high standards of teaching and learning to students in accordance with requirements and standards provided by the department and the relevant course syllabus;
- Monitor and assess learners based on industry standards, and in accordance with course and examination requirements;
- Support the coordination, planning and delivery of pastoral and tutorial provision for students;

### QUALIFICATIONS AND EXPERIENCE

**Adjunct Lecturers** should have:

- At least a Bachelor's degree in the field being applied for;
- At least two years of relevant working or lecturing experience.

### WHO SHOULD APPLY:

We would love to have you on board if:

- You are suitably qualified for the position of choice
- You are passionate, enthusiastic, creative, and committed to excellence;
- You can work independently while being committed to achieving team and organisational goals;
- You are teachable and have a high regard for integrity and accountability;
- You pursue lifelong-learning and encourage others to do so.



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## **APPLICATION PROCESS**

1. Gather the following documents as part of your application:
  - Cover Letter
  - A recent Curriculum Vitae
  - Academic Transcripts
  - Copies of academic certificates
2. Submit your application via email to [hr@svgcc.vc](mailto:hr@svgcc.vc), with the subject title – Job Application: (Position being applied for; Division). E.g. - Job Application: (Lecturer, Financial Management).
3. Request two professional references. Ask your referees to send letters of reference directly to the HR Manager (using email [hr@svgcc.vc](mailto:hr@svgcc.vc)) without waiting to be contacted by the College.

**THE CLOSING DATE for receipt of applications is Tuesday 31 December 2024.**