



Department of  
**ADMINISTRATIVE SERVICES**  
Job Postings



**MIDDLESEX COMMUNITY COLLEGE  
JOB OPPORTUNITY**

**FACULTY AND PROGRAM COORDINATOR OF OPHTHALMIC DISPENSING AND DESIGN– OPEN RANK  
Full-Time, 10-month, Tenure Track  
Projected Start Date – JANUARY 2018**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public  
**Location:** Middletown, CT  
**Hours:** **35 hours per week**  
**Salary:** Assistant Professor - \$63,732; Associate Professor \$65,694, Professor \$72,981; with excellent medical insurance, retirement and related fringe benefits.  
**Closing Date:** August 4, 2017

**Knowledge, Skills and Abilities:** This position reports to the Director of the School of Allied Health, Business, and STEM (science, technology, engineering, and mathematics). The Program Coordinator will teach 6 credit/contact hours per semester in Ophthalmic Dispensing and Design with special emphasis on courses that require the supervision and services of a licensed Optician. The incumbent will serve as the primary Academic Advisor for program-enrolled students and perform additional responsibilities as required of all faculty members. In addition, s/he will have a two-course release (6 credit/contact hours) per semester to perform administrative duties such as, but not limited to, curriculum planning and development; establishing and maintaining field work and externship sites; recommending the hiring of, and supervising, full and part-time faculty in the program; student recruitment and retention and participating in the admissions process for new students; and, leading efforts to maintain program accreditation by the Commission on Opticianry Accreditation. The successful candidate must have demonstrated an interest in, and an aptitude for, teaching the full range of courses from the introductory through the advanced level. S/he must be committed to adopting innovative instructional approaches along with current instructional techniques; integrating instructional technology; and, incorporating service learning in the curriculum.

**General Experience:**

Master's degree in Health, Education or Business, current State of CT Optician License, current ABO-NCLE Certification and minimum 4 years teaching, **OR** Bachelor of Science degree in Health, Education or Business with minimum 5 years of optical experience, current State of CT Optician License, current ABO-NCLE Certification and a minimum of 2 years of college teaching experience. NOTE\*\*\*Hiring at the Associate Professor and Professor level requires between 5 and 10 years of college teaching experience in conjunction with advanced degrees.

**Special Experience:** Preferred experience includes optical related teaching experience; computer literacy, including experience with instructional applications; working with community college students of varying abilities; an understanding of the mission of the community college; demonstrated involvement in support of diversity; a commitment to civic engagement and community service activities; and, ability to respond to and work with multiple constituencies. Candidates must possess valid driver's license as in state travel to field work and externship sites will be required.

**Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

**Working Conditions:** Incumbents typically perform their work in classroom, laboratory and office settings. Some offsite work in field and/or externship sites will be required.

**Application Instructions:** Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to: [MX-HR-Recruitment@mxcc.commnet.edu](mailto:MX-HR-Recruitment@mxcc.commnet.edu); OR, mail to:

Noreen Wilson, Administrative Assistant  
Human Resources  
Middlesex Community College  
100 Training Hill Road  
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, [www.mxcc.edu](http://www.mxcc.edu)

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER; M/F PR  
OTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, [amaslin@mxcc.edu](mailto:amaslin@mxcc.edu); 860-343-5759 or Anastasia Pych, Secondary Title IX Coordinator, [apych@mxcc.edu](mailto:apych@mxcc.edu), 860-343-5751.