

# **JOB POSTING**

## **Coordinator of EMS/Paramedic Program- Instructional Specialist (Beckley Campus)**

### **Summary of Responsibilities:**

The Coordinator is responsible for the overall management of the Emergency Medical Services/Paramedic program at New River Community and Technical College. In addition to teaching, the Coordinator will schedule courses at locations served by New River and recommend and supervise qualified adjunct faculty. Duties include the review, reorganization, and implementation of the EMS/Paramedic program for the college. This is a 12-month Term Faculty position as an Instructional Specialist.

### **Education:**

- Associate Degree required, Baccalaureate Degree preferred
- Current certification as a WV Paramedic and as an Advanced Cardiac Life Support Instructor
- Valid Driver's license required due to travel between campuses

### **Experience:**

- Must have five (5) or more years experience as an instructor
- Must be familiar with current standards
- Excellent instructional skills
- Outstanding organizational skills.
- The successful candidate must be reviewed and approved by the West Virginia Office of Emergency Medical Services

### **Application Process:**

Only candidates meeting the minimum qualifications will be considered. Candidates must submit the following material: Cover letter to include position of interest, résumé, contact information for three references and copies of college transcripts and certifications to the address below. For full consideration, application material must be received by **July 23, 2010, 4:00 p.m.** Position is open until filled. All positions are subject to funding availability. AA/EOE/ADA

New River Community and Technical College  
Office of Human Resources  
167 Dye Drive  
Beckley, WV 25801

Email: [hr@newriver.edu](mailto:hr@newriver.edu)