#### **Job Description**

*[Only edit the part that is highlighted]*

Working Title: <Working Title>

Position Number: 0002LEC

Hiring Unit: <Hiring Unit>

Location: Kapi‘olani Community College

Date Posted: <Date the ad needs to be posted>

Closing Date: Continuous recruitment

Salary: Minimum <Lecturer Step A rate> per credit hour; subject to lecturer placement.

Schedule: Part Time

Temporary/Permanent: Temporary

Funding: General

Other Conditions: For placement into the lecturer pool beginning <Semester and Year>. Subject to availability of funds and actual staffing requirements..

Duties and Responsibilities:

Minimum Qualifications:

Desirable Qualifications:

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED** (Read the"To Apply" section carefully)

**To Apply:**

Click on the "Apply" button on the top right corner of the screen to complete an application and attach the required documents. In addition to the Application, applicants must attach the following:

* A **one- to two-page statement** outlining ways in which you meet the minimum and desirable qualifications;
* Official transcript(s) showing degree and coursework to date appropriate to the position (**copies of official transcripts** are acceptable; however, original official transcripts will be required at the time of hire.) Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from an agency having membership with the National Association of Credential Evaluation Services, Inc., verifying the degree equivalency to that of an accredited institution within the USA. Expense of the evaluation shall be borne by the applicant.
  + On-line transcripts or academic record/grade summaries will **NOT** be accepted.
  + Diplomas and copies will **NOT** be accepted.
  + Unofficial transcripts will **NOT** be accepted.
* Optional **letters of recommendation**.

**Incomplete applications will NOT be accepted.**

NOTE: If you have not applied for a position before using NEOGOV, you will need to create an account.

Inquires: KapCC Human Resources Department, [kapcchr@hawaii.edu](mailto:kapcchr@hawaii.edu), 808-734-9573