

TYLER JUNIOR COLLEGE

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) and is recognized as one of the leading two-year institutions in America.

One of the oldest junior colleges in Texas, the College was established in 1926 with a mission of providing the finest academic education for freshmen and sophomore students. Tyler Junior College remains committed to that goal while also recognizing the changing role of community colleges and the need to provide quality training for technical fields.

Tyler, population about 83,000, is the seat of Smith County and is located approximately 100 miles east of Dallas. The College District serves a population of approximately 174,000 and includes 830 square miles of territory in six public school districts located in two counties.

Tyler Junior College is a public comprehensive community college with an outstanding record of academic quality offering 45 associate degree options and 35 certificate options. The College serves approximately 8,000 students enrolling for credit in academic and vocational programs and 15,000 students in its continuing education program.

Along with its superb academic programs, Tyler Junior College boasts a 75-acre, tree lined campus, a vibrant student life, eight residence halls, nationally ranked men's and women's intercollegiate athletic programs, and a broad array of student organizations. For the business community, TJC's Regional Training and Development Complex provides specialized training according to the needs of business, industry and governmental agencies.

APPLICATION PROCESS:

Tyler Junior College welcomes the application of any qualified candidate and **does not** discriminate on the basis of race, color, national origin, gender, age, disability or veteran status.

Only applicants meeting minimum stated qualifications will be considered as candidates.

Upon receipt of the preliminary application materials requested on the reverse side of this posting, your application for the position will be acknowledged in writing to verify receipt of your letter and/or credentials. An Application For Employment form will be sent at that time.

An Application For Employment form must be completed **in full** following all instructions and signed as the primary application document. The information in your application will be used to evaluate your employment, education, training, skills and experience. Falsification of **any** part of the Application For Employment will void the Application and any actions based on it. A resume' is requested and is accepted as a supplement to the application form.

To qualify as meeting a required or preferred degree requirement, all conditions for earning that degree must be completed prior to the effective date of employment. You **must** provide documentation relating to the college/university course(s), degree(s), or certificate(s) completed. Such documentation shall include copies of official or unofficial transcripts, diploma/certificates or other verification from the college, university or school. Unofficial transcripts will be required at the time of an on-campus interview, and certified transcripts will be required before any appointment to a position is considered official.

To assure consideration as an applicant for this position, your application materials must be received or post-marked no later than the Application Deadline date listed on the posting.

A limited number of applicants selected from the applicant pool for this position will be invited to the campus for interviews. If you are selected for an interview, you will be contacted by the hiring office/school.

Following the employment of a finalist all applicants will be notified in writing that the position has been filled.