



## Pharmacy Technician Program Adjunct Instructor

### Summary:

This is a part-time position that is responsible for supporting the growth and success of Dixie Technical College Pharmacy Technician Program. The responsibilities include working with the department's full-time instructor to plan, organize and implement an effective instructional program in a professional learning environment. In addition, the adjunct instructor will guide and encourage students to develop and fulfill their academic and technical potential as pharmacy technicians.

Dixie Tech is a public technical college located on a new state-of-the-art campus in St. George, Utah. The College has 25 Council on Occupational Education accredited programs that offer certifications in high-demand, high-pay professions.

This position would require that the employee would work 16-28 hours per week on Wednesday, Thursday, and the occasional Friday. The position pays \$22 to \$24 per hour, depending upon qualifications and experience.

### Required Duties and Responsibilities:

- Plan, prepare, and deliver instructional activities that facilitate active learning experiences, with a heavy emphasis on learning by doing
- Provide a variety of learning materials, methods, and resources to meet students' varying needs
- Establish and communicate clear objectives and well-defined competencies for the program
- Develop, schedule, and oversee working lab activities and pass offs
- Use up-to-date and relevant resources and technology to support working labs and instruction
- Assign and grade class work, homework, tests, and assignments in a timely manner
- Provide appropriate feedback to students while encouraging and monitoring progress
- Manage student behavior by establishing and enforcing appropriate rules and procedures; involve Student Services when problems develop
- Be an active and participative member of the Medical Programs team
- Maintain integrity and confidentiality in all circumstances, especially concerning student data
- Ensure that course objectives and graduation, completion, and placement outcomes are met in the program
- Ensure that the program complies with accreditation standards
- Assist in continually updating and improving the syllabus and course curriculum
- Ensure competencies for all program students are reflected on each syllabi and match the Student Information System (Northstar)
- Ensure all program registration, attendance and progress are always recorded in real-time in the Northstar
- Help monitor student progress, assess needs, and aid students in making a plan for successfully completing the program.
- Help recruit and market for the program to maintain full enrollment in cohorts

- Assist with selection of students
- Assist with Occupational Advisory Committee (OAC) meetings
- Assure safety standards are used which comply with all college, local, city, state, and federal guidelines
- Compliance with Dixie Tech Policies and Procedures
- Other duties as assigned

**Requirements and Qualifications:**

- 3+ years of industry experience required, 5+ years preferred
- Utah Pharmacy Technician License required
- Graduated from an ASHP/ACPE accredited pharmacy technician training program
- Current Certification for Pharmacy Technician (ExCPT) or National Pharmacy Technician Certification Examination (PTCB)
- A High School diploma or equivalent required
- Associate's degree preferred
- Strong presentation and communication skills
- Ability to communicate with students, staff, and colleagues; read academic texts and materials, student papers, etc.; operate a personal computer and audio-visual equipment; stand or sit for up to one to three hours at a time; drive to off-site meetings or conferences or to observe student interns; move around campus for classes and meetings.
- The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 25 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

Employees and potential employees are subject to a criminal background check and drug testing.

Dixie Technical College is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability.

While we thank all applicants for applying, only those being actively considered for employment will be contacted during the selection process.

To apply please submit a resume to [hiring@dixietech.edu](mailto: hiring@dixietech.edu)