



# BENNETT COLLEGE

## Job Posting

**Title:** Adjunct Swim Instructor (Part-time)      **Job Code:** 09-1209BAT  
**Date of Posting:** 12/09/09      **Closing Date:** Until Filled  
**Department:** Curriculum & Instruction  
**Reports To:** Chair, Department of Curriculum & Instruction

### **GENERAL SUMMARY:**

Swim Professors provide instruction in swimming techniques, skills, and water safety as well as supervise activities for students in and around the pool. The Professor will conduct a wide variety of swimming, and specialty aquatic activities involving students of varying abilities.

### **ESSENTIAL JOB FUNCTIONS:**

- Instruct swimming lessons as assigned in accordance with the guidelines for Bennett College for Women.
- Develop positive relationships with students.
- Attend the Department of Curriculum and Instruction's Department Meetings as scheduled.
- Report all planned or unforeseen absences to Department Chair for Curriculum and Instruction.
- Articulate vision for the direction of the swimming program, within budget and compliance constraints.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to physically perform essential functions of this position.
- Enforce aquatics program safety practices.
- Arrive on time, prepared to perform job functions.
- Familiarity with, and preference for, promoting balance in an academically rigorous environment is essential.

- Strong organizational and interpersonal skills.
- Excellent written and verbal communication skills.
- Knowledge of the College's mission, policies and procedures.
- Knowledge of NCAA's policies and procedures.
- Knowledge of local and community resources.
- Skill in using computer software.
- Ability to respect and work within the College's processes.
- Ability to manage multiple tasks.
- Ability to work under pressure and attend to details.
- Ability to work independently and with minimal supervision.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in related field.
- Two or more years experience as a swim instructor.
- Understanding of efficient swimming techniques and physiological responses to training stimulus is required.

### **HOW TO APPLY:**

Interested candidates should submit a cover letter, resume, salary history (on separate sheet), and three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year), reference **Job Code 09-1209BAT**

If available, please submit unofficial transcripts. Official transcripts are required if an offer of employment is made.

You can send your information one of three ways:

Mail to: Human Resources, Bennett College for Women, 900 East Washington Street, Greensboro, NC 27401

Email to: [hr@bennett.edu](mailto:hr@bennett.edu)

Fax to: 336-517-2103

Resumes received without the job code and salary history will not be considered.

**NO PHONE CALLS PLEASE!**

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