

Green River College

Court Reporting & Captioning Faculty – Adjunct

SALARY	Depends on Qualifications	LOCATION	Main Campus - 12401 SE 320th Street Auburn, WA
JOB TYPE	Adjunct Faculty	JOB NUMBER	23-ADJ-CRC
DEPARTMENT	Instruction		
CLOSING DATE	Continuous		

Position Summary

ABOUT THE COLLEGE:

Green River College's student body is made up of approximately 41% Academic Transfer students, 34% Professional-Technical, 15% Adult Basic Education, 3% Applied Bachelor degrees. Green River College has four campuses, including the main campus in Auburn, with satellite campuses in Kent, downtown Auburn, and Enumclaw. Green River programs serve high school graduates, Running Start students (dual enrollment in local high schools and the college), those seeking retraining for the workforce, international students, students learning English, and Continuing Education students. Green River's service areas are increasingly ethnically diverse, comprising African Americans, African immigrants, Asian Americans, Asians, Latinx, Native Americans, Pacific Islanders, and Middle Eastern Americans, among other communities.

COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION:

Green River College is committed to enhancing and supporting a diverse campus environment, incorporating principles of equity in order to promote inclusive practices. Diversity is understood in terms of intersectional identities defined by culture, race, ethnicity, sex, gender, sexual orientation, social class, disability, religion, veteran status, immigration status, and age. Given the diversity of our student population and service areas, we encourage applications from faculty, staff, and administrators with demonstrated experience and expertise in supporting, sustaining and serving people from a wide range of backgrounds and collaborating effectively with others.

PURPOSE OF POSITION:

Green River College seeks an adjunct faculty member to teach Sten Ed theory. Other realtime reporting courses may be assigned as needed within the Court Reporting and Captioning department. We seek a highly committed individual who can bring industry experience and leadership in serving students in the CRC program. The college seeks applicants with a commitment to innovate and maintain a high-quality education program, to work with diverse communities, and to cultivate student success through teaching, coaching, and mentoring.

The program seeks to hire someone with the ability to utilize a variety of instructional methods to deliver innovative hands-on learning experiences to a wide range of students. Candidates should bring experience and expertise that is especially suited to enhancing the success of underrepresented and marginalized student populations. Candidates from diverse origins/backgrounds are strongly encouraged to apply.

The college welcomes individuals to apply who are strong advocates for the court reporting and captioning industries with knowledge and understanding of realtime reporting policies and industry practices, and a thorough understanding of current technology found in the workplace. We are looking for individuals with experience working collaboratively with people of diverse abilities, backgrounds, and perspectives with a commitment to cultural awareness and sensitivity in the workplace. Candidates should have demonstrated administrative, organizational, and interpersonal skills, who can work well with students, colleagues, and other staff in a team environment.

Position Responsibilities

- Teach a variety of industry-related courses which may include the following subject areas: theory, speed development, court procedures, computer-aided transcription, captioning procedures, etc.
- Participate in program and advisory committee meetings
- Assist in marketing the program and participate in recruitment activities with a focus on diversity, equity, and inclusion

Qualifications

MINIMUM QUALIFICATIONS:

- Three years of professional experience in the realtime reporting industry utilizing machine shorthand in one or more of the following areas: official or freelance judicial reporting, broadcast captioning, or educational captioning (CART)
- Ability to dictate at various speed levels smoothly and articulately while monitoring a stopwatch for accurate timing

PREFERRED QUALIFICATIONS:

- Prior teaching experience in the field of realtime reporting OR demonstrated experience in training or facilitating hands-on experiential learning approaches
- Possess state and/or national credential such as CCR, RPR, CRR, CRC, CRI, etc.
- Associate degree or diploma in Court Reporting or Captioning
- Familiarity with Sten Ed Theory

Supplemental Information

Attach the following with your completed on line application and responses to the Supplemental Questions (located under the tab titled "Supplemental Questions") to be considered for this position. Should you have any difficulties uploading the below documents, please contact Neogov tech support at 1-855-524-5627 Mon-Fri 6 a.m. – 6 p.m. pacific time.

- A cover letter which specifically describes how you meet each QUALIFICATION
- Resume
- Supplemental Questions

All offers of employment are subject to background checks. (Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.)

Green River College is a tobacco free campus. For more information on the tobacco policy, please visit the following link: <https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-2-tobacco-use-policy/>

Jeanne Clery Statement: Notice of Availability of Annual Security and Fire Safety Report— Green River College's Annual Safety and Fire Report is available online at www.greenriver.edu/CleryASFR, containing mandated information about current

campus policies concerning safety and security issues, required statistics, and other related information for the past three calendar years. To obtain a paper copy of the report, please call 253-288-3350.

EQUAL OPPORTUNITY EMPLOYER: Green River College does not discriminate on the basis of race, creed, color, national origin, gender, gender orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288-3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 833-9111, ext. 2631; TTY (253) 288-3359.

Agency

Green River College

Address

12401 SE 320th Street

Auburn, Washington, 98092

Website<http://www.greenriver.edu/>

Court Reporting & Captioning Faculty – Adjunct Supplemental Questionnaire

***QUESTION 1**

After over 50 years, Green River College remains committed to serving the needs of our communities. How would your proven commitment to diversity, equity, and inclusion support our commitment to serve communities that are rapidly changing?

* Required Question