

## Community College Job Advertisement and Cover Letter

### Job Advertisement for a Community College

City Community College is seeking a Full-time Psychology Instructor (CCC #1984). The candidate will teach Psychology courses using high-impact practices to diverse student populations at our Tri-Metro-region campuses. Faculty are expected to create a dynamic learning environment that emphasizes student success. Candidates must possess up-to-date knowledge of the academic and professional field of psychology, as well as a commitment to ongoing professional development. Faculty must have a demonstrated commitment to the educational mission of community colleges and willingness to serve on faculty committees.

Teaching responsibilities will include General Psychology and other courses within the candidate's field of expertise. Course formats may include online/hybrid instruction, day/evening courses, and other modalities. All teachers must be able to deliver course content and manage grading using Blackboard. Strong preference will be given to candidates who have experience in academic advisement, instructional development, statistics/research methods, and program evaluation.

Prior college or university teaching experience is required. A Master's in Psychology or closely-related field from a regionally accredited institution is required. A doctorate with an emphasis in Psychology and/or Education preferred. Applications must include a CV or resume, graduate transcripts, statement of teaching interest, and references.

Indications of desired teaching methods should be addressed in the cover letter with examples of implementation.

Community colleges have unique educational mission and diverse student bodies, and they seek candidates whose teaching is consistent with these factors.

Institutions prefer teachers who can instruct using a variety delivery formats, and online teaching ability is an advantage even for face-to-face teaching positions.

The main determinant of success at community colleges is teaching ability, so previous experience is heavily weighed.

### Cover Letter for a Community College

Dear Search Committee Members,

I am writing to apply for the position as a Full-time Psychology Instructor (CCC #1984). I am an experienced and well-trained teacher with established success in the community college setting. These characteristics, as well as my clinical and research expertise, make me an excellent candidate for the position.

I was excited to discover the open position at City Community College because of its consistency with my dedication to teaching, as well as my professional goal to promote students' personal and intellectual growth through the application of psychology. The main strength that I would bring to the position is an established record of teaching success in a variety courses, settings, and modalities. I have been the instructor of record for

Mention key requirements such as degree specialty or teaching experience as early as the first introductory paragraph.

Community colleges will appreciate flexible generalists with broad experience over narrow specialists.

This material is a companion to *Becoming a Psychology Professor: Your Guide to Landing the Right Academic Job*, by Guy A. Boysen. An overview of the book can be viewed on the American Psychological Association website (<https://www.apa.org/pubs/books/4313054>).

Additional supplemental material is available on the book's companion website (<http://pubs.apa.org/books/supp/boysen/>).

three different courses at three different institutions. Students in these classes ranged from medical interns, to traditional undergraduates, to the diverse group of individuals that make up every community college class. In each case, I was able to design my course to maximize student engagement and success, as evidenced by the student evaluations, course observations, and assessment results available in my statement of teaching interest. Although I have not taught fully online courses, I believe the experience I possess integrating online components into face-to-face courses would allow me to be successful in online and hybrid formats.

City Community College seeks an instructor who is dynamic and uses high-impact practices, and I believe my teaching methods exemplify these characteristics. In all of my courses I incorporate pedagogical tools that allow students to receive early feedback on their understanding of course concepts and I modify my classroom lessons based on student need. For example, I utilized course learning management software to engage students outside of the classroom via video lectures, quizzes, and discussion boards. Then, inside of the classroom, I utilize the just-in-time teaching technique to design lectures and discussion questions based on material they found difficult during the quizzes and discussion boards. In my abnormal psychology course, I have students engage in the high-impact practice of conducting a collaborative antistigma project that fosters communication and diversity-related skills; I recently presented research demonstrating the positive effects of this project at a teaching conference.

An additional strength that I will bring to the position is my commitment to professional development related to pedagogy and psychology more broadly. During graduate school, I completed a course in college teaching and teaching-assistant training early in my graduate career and then remained active in programming offered by the university teaching center. Based on this training, I am prepared to immediately contribute to departmental advising, curriculum development, and program evaluation. In terms of professional development in psychology more broadly, I postponed my search for a faculty job for one year to pursue a postdoctoral fellowship that would allow me to learn new research and clinical skills related to addiction, and this training allows me to teach all clinical and methodological content with confidence. The training also allows me to contribute to departmental and university service requiring data collection and analysis.

Finally, I must note the overlap between the community college mission and my professional goals. Both my counseling training and my research on increasing mental health treatment have led me to focus on people's strengths and helping them to achieve at the best of their abilities. I believe in working with people, regardless of their background, to reach their goals, be they modest or profound. During my time teaching at a community

Indicate experience teaching students similar to those at the institution—in this case, a broad range of students.

For weaknesses in qualifications, briefly address them and indicate the reasons why they can safely be ignored.

For community colleges, highlight specific methods used to maximize student success.

Provide specific examples of approaches to teaching and connect them to methods mentioned in the advertisement.

This paragraph outlines a requirement of the position—ongoing professional development—using other desirable qualifications.

For qualifications that are preferred rather than required, mention them, but providing examples is not as important.

Applications to community colleges should unambiguously demonstrate awareness of the community college mission.

college, the most rewarding moments occurred when students succeeded in ways they did not believe were possible, and I hope to make a career out of such moments. Having grown up in the Tri-Metro region, it would be particularly thrilling to have such an impact in my home town.

In summary, I believe that my varied teaching experience, commitment to dynamic teaching techniques, and commitment to the educational mission of community colleges make me an excellent candidate for the position. I hope that I will be able to discuss my record and your college further during an interview. Thank you for considering my application.

Mention location as a reason for applying in cover letters briefly and only if it will increase perception of interest or fit.