



LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
invites applications for the position of:

# Assistant Professor- Funeral Services Education (Annual Renewable)

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**SALARY:** Depends on Qualifications

**OPENING DATE:** 06/09/17

**CLOSING DATE:** 06/30/17 11:59 PM

**SUMMARY OF RESPONSIBILITIES:**

Develop and teach a variety of courses related to the Funeral Service Education program at Lake Washington Institute of Technology. Evaluate and modify courses when necessary to meet the needs of the changes in the profession. This program leads to an AAS degree in Funeral Service Education. This position reports to the Director of Funeral Service Education.

**ESSENTIAL FUNCTIONS:**

- Teach a variety of Funeral Service Education courses
- Employ diverse teaching methods to meet a wide variety of learning needs and styles
- Develop and teach productive and constructive work habits, study skills, and core skills as identified by the college; model the communication, computation, and human relations skills required for employment in the Funeral Service profession
- Promote classroom and laboratory procedures and articulate OSHA Safety standards in accordance with identified local, state, and federal policies and procedures
- Follow disciplinary procedures, as prescribed in college policy, and deal consistently and fairly with all students
- Participate in college initiatives such as completion and diversity
- Participate in self-improvement activities and staff development in the assigned instructional area and technical field
- Maintain a comprehensive knowledge of Funeral Service trends, including Funeral Service competency in areas of responsibility and current clinical competency, and relate specific applications to industry
- Develop and maintain industry and or community support for the Funeral Service Education Program by attending advisory committee meetings and maintaining contact with industry for internship/job placement and follow-up activities
- Assist in developing, expanding, revising and updating effective program materials and department goals; evaluate and review program for requirements for outcomes assessments, state and related accreditations.
- Coordinate the Gifted Body Program
- Regular and satisfactory attendance and punctuality; other duties as assigned

**In addition, full-time faculty will also:**

- Maintain regular office hours
- Develop curriculum and develop and assess program and educational outcomes
- Perform advising, recruiting, and retention activities
- Hold regular meetings of the program advisory committee
- Take part in college accreditation, program review, and college committees as specified in the faculty bargained agreement
- Perform other professional activities as approved by the director and dean
- Be available on some evenings or weekends to assist with college-related activities and

functions

## **QUALIFICATIONS:**

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree (in any discipline); must complete Master's degree within five years of appointment
- Possession of a Certificate or Degree from an ABFSE accredited institution
- Two years of work experience as a licensed Funeral Services Provider
- Demonstrated excellence in communication skills
- Current license to practice in Funeral Directing and Embalming in Washington State or acquire a Washington State license within one year of appointment, if licensed in another state.
- Knowledge of current Funeral Services practices, laws and regulations
- Ability to qualify for a WA state professional-technical certificate

### **PREFERRED QUALIFICATIONS**

- Master's Degree (in any discipline)
- Recent teaching experience using a variety of methods, including traditional classroom, didactic and/or clinical, individualized lab instruction, and collaborative group activities
- Proficiency in Microsoft Office software applications
- Evidence of recent professional development activity
- Demonstrated ability to work successfully with students, staff and community from diverse backgrounds, including those whose native language is not English, and a commitment to a culturally diverse work environment

## **SUPPLEMENTAL INFORMATION:**

### **Compensation**

Placement on the faculty salary schedule is based on an individual assessment of education and experience. Salary is negotiable depending upon qualifications; salary is for an academic year (173 days) and as may be adjusted according to the faculty bargained agreement. Working hours are usually Monday through Friday between 7:30am to 4:30pm, with some evening advising and other flexible hours as needed. Summer quarter employment may be available based on student enrollment. This is a full-time, Annual renewable position. Medical, dental, and insurance benefits are provided as currently administered under Public Employees Benefits Board; State Retirement Plan; sick leave is equal to 1 day per month, effective upon employment.

### **Required Online Application Materials**

- Online application
- Current resume
- Cover letter
- Responses to the supplemental questions included in the online application process

### **Conditions of Employment**

- Official transcripts/certifications will be required upon employment
- Job offers are contingent upon successful completion of background/reference checks

**Physical/Mental Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility: ability to sit, walk or stand for extended periods of time
- Dexterity: fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes and/or prepare materials or equipment
- Lifting: frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds
- Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak

- in person
- Emotional/Psychological Factors: ability to make decisions and concentrate, frequent contact with co-workers, as well as the public
- Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently

### Environmental/Work Conditions

- Frequent use of office equipment
- Exposure to chemicals and bodily fluids and pathogens
- Exposure to weather; corridors between building are located outdoors

### Eligibility Verification

- If you are hired, you will need proof of identity, and documentation of U.S. citizenship or legal authorization to work

### Affirmative Action Statement

Lake Washington Institute of Technology is an equal opportunity employer. Women and minority groups are strongly encouraged to apply. Lake Washington Institute of Technology does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities. Questions regarding the College's Affirmative Action Policy may be directed to the Melissa Lamy, Executive Director of Human Resources, Affirmative Action Office/Title IX Coordinator, (425) 739-8212.

### CORRECTIONS OR EXTENDED NOTICES

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You must submit an online application, including resume and letter, at <http://www.lwtech.edu>. We do not accept hardcopy, faxed, or emailed application materials.

Position #17F049  
ASSISTANT PROFESSOR- FUNERAL SERVICES EDUCATION  
(ANNUAL RENEWABLE)  
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All application materials become the property of Lake Washington Institute of Technology.

#### OUR OFFICE IS LOCATED AT:

11605 132nd Ave NE  
Kirkland, WA 98034  
425-739-8212  
[hr@lwtech.edu](mailto:hr@lwtech.edu)

Accommodation: Persons with disabilities who need special accommodations for the application process should contact the Executive Director of Human Resources (425) 739-8212 or (425) 739-8122 TDD.

Interview Process: Applicants whose backgrounds best match the position's essential functions and qualifications are generally contacted for interview by phone or email 2 to 4 weeks after the position closes.

Equal Opportunity: Lake Washington Institute of Technology is an affirmative action/equal opportunity employer committed to providing equal opportunity and nondiscrimination to employment applicants and employees without regard to race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, the presence of any sensory, mental, or physical disability, or whether a disabled veteran or Vietnam era veteran. Questions can be directed to the Executive Director of Human Resources/Title IX Coordinator at (425) 739-8212.

Immigration Reform and Control Act requirement: All new employees are required by law to submit documentation proving eligibility to work in the United State by completing an Employment Eligibility Form (I-9) within three days of employment.

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### Assistant Professor- Funeral Services Education (Annual Renewable) Supplemental Questionnaire

\* 1. What is your highest level of education?

- High school diploma or equivalent
- High school/equivalent and some college
- Associate's degree

- Bachelor's degree
- Master's degree
- Earned doctorate
- \* 2. Do you have a certificate or degree from an ABFSE accredited institution?  
 Yes  No
- \* 3. Do you have a minimum of 2 years work experience as a funeral services provider?  
 Yes  No
- \* 4. Do you have knowledge of current Funeral Service practices, laws, and regulations?  
 Yes  No
- \* 5. Do you have a current license to practice Funeral Directing and Embalming in Washington State or the ability to acquire a Washington State License within one year; if licensed in another state?  
 Yes  No
- \* 6. How many years of teaching experience do you have in Funeral Service Education?  
(Preferred, not required)  
 None  
 Less than 2 years  
 2 to 3 years  
 3 to 4 years  
 4 to 5 years  
 5 or more years
- \* 7. Are you able to perform the essential functions of this position, with or without accommodation?
- \* 8. Lake Washington values diversity and welcomes students from all backgrounds and levels of educational attainment. In 500 words or less, please describe how you would help LWTech enhance its commitment to diversity.
- \* 9. Acknowledgement of required application materials.  
An LWTech application packet must contain a **complete application (including education & employment history), resume, and cover letter**. Please ensure your application is complete and that you attach your resume and letter before moving forward with this submission.  
 I acknowledge that if my application packet - including a complete application, resume, and cover letter - is incomplete, LWTech will not consider me for this position.
- \* Required Question