

## **Application Procedures for Part-time Instructor Positions:**

1. Download and complete the CVCC Employment Application.
2. Mail all of the following to Chattahoochee Valley Community College, Attn: Human Resources, 2602 College Drive, Phenix City, Alabama 36869:
  - Cover letter indicating field(s) of instruction
  - Current resume
  - Application for Employment
  - Copies of transcripts received from each institution from which degrees have been earned

*Note: Official transcripts will be required if hired.*