

Employment Information

Equal Employment Opportunity

As we strive to maintain a diverse workforce, PCC encourages all qualified persons to apply without regard to race, ethnicity, gender, age, religious affiliation or disability.

General Employment Information

- Read the position announcement carefully to make sure that you understand the qualifications of the position and that you meet all the minimum requirements.
- Ensure all the requested information is filled in completely and accurately using the online Piedmont Community College (PCC) Application. Give complete information on your education and work history. (Do not place “see resume” on application.)
- Avoid leaving any gaps in your employment history.
- Submit your completed Application for Employment along with your resume, cover letter, official/unofficial transcripts documenting the required degree and date degree conferred and/or other required applicant materials. (Unofficial transcripts must contain student’s name, school name, degree received, and date degree conferred.)
- Complete Equal Employment Opportunity/Affirmative Action Information page.
- Proofread your application for accuracy, spelling and grammar.
- Sign and Date your application. (Applications will not be processed without signature.)
- Application for Employment returned by fax will not be accepted; original signature is required.
- Applications must be postmarked no later than the stated deadline in the position announcement.
- Keep a copy of all application materials for future use. Personnel will not make copies of the submitted application materials.

Pay and Benefits

PCC offers a competitive salary package. Comprehensive benefits, including health, life and disability insurance, as well as paid holidays, vacation & sick leave, and a retirement package, are offered for full time positions.

Verification of Employment Eligibility

Under the Immigration, Reform and Control Act of 1986, all new hires will be required to provide appropriate documentation to establish identity and right to work in the United States.