

Hiring Process

Once a full-time position becomes available at the College, Terra advertises the ad in local newspapers and posts the position on our web page (<http://www.terra.edu/about/helpfullinks/HumanResources/jobs.asp>) and with the Ohio Department of Jobs and Family Services.

Resumes received for advertised full-time positions are collected in the Human Resources Office until the deadline. After that date, the resumes are forwarded to the appropriate Search Committee Leader.

Depending on the size of the Search Committee, the number of applicants, and because of the time restrictions, the entire process can take up to several weeks or months to complete – so please be patient.

All applicants for full-time positions will be notified of the outcome via a mailed letter.

We apologize for any inconvenience this causes our applicants, but due to the volume of resumes and phone inquiries that Terra receives with regard to position openings, it is not possible for our HR staff to always return phone calls or research inquiries.

Unsolicited resumes, or resumes for part-time staff positions, are kept on file for one year from the date resume was received.

Adjunct Faculty resumes are forwarded to the appropriate Dean/Divisional Office for future consideration. Hiring of adjunct faculty is done at the Divisional level.