



DRAKE STATE

COMMUNITY & TECHNICAL COLLEGE

INTENT TO EMPLOY

Post: 9/17/20

POSITION: ADVANCED MANUFACTURING TECHNICAL PROGRAMS INSTRUCTOR (Part-Time)(Multiple Positions)

(Continuation of position is contingent upon grant funding)

REQUIRED QUALIFICATIONS:

- Minimum of an earned Bachelor's degree in STEM field from a regionally accredited institution or equivalent (at least sixty (60) semester hours in a planned program including associate degree core)
- Specialized coursework equivalent to the community or technical college program
- Two (2) years of successful full-time experience as an engineering practitioner in the occupational or technical field
- Experience with 3-D printing (rapid prototyping)
- Knowledge of skills required to create 3-dimensional models
- Excellent organizational skills
- Ability to handle multiple tasks
- Ability to establish and maintain effective working relationships with students, other employees, and the public
- Ability to project a professional and congenial demeanor

PREFERRED QUALIFICATIONS:

- Knowledge of Autodesk Inventor, SolidWorks, CATIA, NX, and/or Solid Edge
- Prior teaching experience

DESIRED PROFILE:

Preference will be given to candidates who can demonstrate through their experiences and accomplishments:

- An understanding of and commitment to the philosophy and mission of a community and technical college
- A sensitivity and commitment to cultural diversity
- The ability to handle multiple tasks and various situations in a calm and professional manner
- A commitment to teaching and learning, where recent high school graduates, adult students, and non-traditional students are involved

ESSENTIAL JOB FUNCTIONS:

The Advanced Manufacturing Technical Programs Instructor shall perform the duties as specified in conformity with policies established by the Alabama Community College System Board of Trustees and the Drake State Community and Technical College Faculty and Staff Handbook.

- Inform students concerning course requirements, evaluation procedures, attendance requirements and academic progress
- Assist with recruitment, retention, program completion, and other student success efforts
- Participate fully in the institutional planning process and assist in carrying out the overall instructional mission of the College
- Assist in advising and registration as needed

- Maintain an inventory of assigned equipment and supplies
- Inform students of educational and occupational opportunities
- Provide a proper instructional environment and maintain good human relations in the classroom so that learning is more effective
- Maintain student records as appropriate
- Participate in faculty and professional organizations
- Recommend library books and other instructional materials
- Maintain compliance with college and program related accreditation and certification standards
- Retain and submit documentation as requested to support accreditation efforts
- Perform other work-related responsibilities as assigned by the Division Chair, Assistant Dean of Instruction, Dean of Instruction, and/or the President

Job description may be modified or altered any time by management.

SALARY:

Appropriate placement on Alabama Community College System Board of Trustees
 Local Salary “L” Schedule (Part-Time, maximum (19) hours or less per week)
 Hourly Wage \$31.20 per hour

APPLICATION:

Applicants must meet the minimum qualifications and must submit a complete application packet to be considered for this position. **It is the sole responsibility of the applicant to ensure his or her application packet is complete.** A complete application packet includes:

- A completed and signed DSCTC application (HR110419)
- Current resume
- Official transcripts for the required degree **and** higher, identifying the applicant name, institution, and date degree conferred. Unofficial transcripts will be accepted as part of the application packet, but official transcripts must be received in the Office of Human Resources prior to the employment start date.

Drake State Community and Technical College employment applications are available online at www.drakestate.edu or from the Office of Human Resources. Only current version applications will be accepted. Please do not staple documents. Complete application packet must be mailed or hand-delivered (no fax or emails) to:

Drake State Community and Technical College
 Attn: Office of Human Resources
 3421 Meridian Street, North
 Bldg. 500, Room 501
 Huntsville, Alabama 35811
 Telephone 256-551-7278

APPLICATION DEADLINE:

Thursday, October 1, 2020 at 11:00 a.m.

ANTICIPATED STARTING DATE:

October, 2020

All applicants must have on file, a completed application packet by the deadline date. All applications received will be screened and interviews scheduled by appointment only. All applicants must adhere to the College’s prescribed interview schedule and must travel at his/her own expense. Applicants must demonstrate written proficiency in English as part of the on-campus interview process. Drake State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security. Employment will be contingent upon the results of E-Verify and a satisfactory criminal background check.

Drake State Community and Technical College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Drake State will make reasonable accommodations for qualified disabled applicants or employees. Drake State reserves the right to withdraw this job announcement at any time prior to awarding. Drake State compiles information about safety and security and publishes an annual report. This report can be found on the website by accessing the crime and safety report link. The link can be found on the Drake State home page by clicking the "About Drake State" tab and then selecting the "Campus Security Report" link. A copy can also be obtained by contacting the Director of Operations at 256-551-5210.