EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 9/4/14 – 9/11/14

Northwest State Community College

POSITION TITLE: Industrial Technologies Mechanical Faculty
DEPARTMENT: Custom Training Solutions
APPOINTING AUTHORITY: Vice President of Innovation
SUPERVISOR: Associate Dean of Industrial Technology
GRADE LEVEL: Non-Teaching Faculty; Professional Association- 11 mth., 8 hr. day

GENERAL PURPOSE

The Industrial Technologies Mechanical Faculty will be responsible for On-Ground, Virtual, and Online classroom instruction, focused in the field of Industrial Factory Floor (Mechanical) Systems. They will provide leadership in the development, assessment, and evaluation of curriculum in existing courses, new courses, and related programs. They will participate in student advising as assigned by their supervisor. They will participate in department meetings, college committees, and facilitate industry advisory committees and industry roundtables. The primary focus of this position is training for corporations utilizing eLearning, with the potential of teaching some traditional college technical courses. The funding for this position is contingent on the General Mills contracted training arrangement and operational needs of the college. The annual renewal of this this position contract is contingent upon the needs under General Mills training agreement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Facilitate On-Ground, Virtual (Video Conf. or Webinar), and Online (Asynchronous) instruction:
    a. Prepares, presents, and evaluates course materials related to the instructional strategies which are based on the course learning objectives
    b. Provide adequate feedback/explanation of graded coursework and other student information in an accurate and timely manner
    c. Ensure a positive and favorable learning environment in the classroom, labs, and campus
    d. Responsible for classroom and lab equipment (local & remote), maintenance, and supplies
    e. Instructs classes both on campus and at remote training sites.

2. Lead the development, assessment, and evaluation of curriculum:
    a. Assessment and evaluation of existing courses and program curriculum
    b. Develop new courses including the assessment, evaluation, course syllabi, selecting appropriate text, lab equipment, and ancillary materials
    c. Make periodic visits to related industrial sites to maintain technology awareness; organize and facilitate advisory committee and industry roundtable meetings
    d. Provide leadership to adjunct faculty, lab coordinators, and student workers
    e. Move the curriculum to a competency based, hybrid method of instructional delivery, utilizing online courses and structured lab exercises in an open lab environment.

3. Participates in student advisement:
    a. Arranges and maintains suitable office hours for student advising and academic assistance
    b. Provides academic advising and counseling to students assisting with course selection and academic requirements

4. Facilitates cooperative relationships with outside agencies, including:
    a. Colleges and universities
    b. High schools
    c. Career Centers/Tech Prep/dual enrollments
    d. Local industry, trade, and industrial organizations

5. Attends and participates in department, faculty meetings, and college committees and other scheduled meetings/activities at which attendance is expected

6. Completes assigned tasks in a timely manner and follows established college policies and procedures

7. Engages in professional development activities to maintain and enhance course content and instructional skills

8. Continually assess the needs of the local industry by completing field experiences each year, as specified by their supervisor. These can include company visits, industry round tables or corporate training.

9. Assist the division/admissions in their efforts to recruit students into the Industrial Technologies programs.

10. Assist the division/college in their efforts to secure funds through competitive State and Federal grants when applicable, including the possibility of giving Faculty leadership to the deployment of a grant if required by the grant (NSF).

11. Assist the CTS Sales Team to grow the departmental business through new and existing customers.

PERIPHERAL DUTIES

1. Aid in the support of adjunct faculty and student workers

2. Other non-instructional duties as agreed upon between the instructor and the Associate Dean.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Hold a minimum of an Associate degree (preferably a Bachelor Degree) in a related Engineering, Engineering Technology or Industrial Technology discipline
- Field experience working with Mechanical Maintenance/Machine Repair (power transmission, bearings, couplings, pumps, lubricants, etc.), Pneumatics/Hydraulics, Preventative Maintenance, and Industrial Packaging Equipment (conveyors, palletizers, gear boxes, case coders and packaging machines (ie. Jones).
- Minimum of 5 years industrial experience. If experience is not within the last 5 years must show that they have stayed current with industry with membership, training, or consulting.
- Minimum of 5 years of experience as a Technical Faculty/Industrial Trainer at the two-year college level.

Necessary Knowledge, Skills, and Abilities:

- Have knowledge in educational theory or techniques
- Have knowledge of local industry and manufacturing processes
- Have the ability to lead development of new courses and programs
- Have the ability and skill to assess and plan courses and programs

SUPERVISION RECEIVED

Position reports directly to the Associate Dean of Industrial Technology

SUPERVISION EXERCISED N/A

RESPONSIBILITY FOR PUBLIC CONTACT

Position will interact with and may conduct presentations for business and industry personnel, NSCC and other college personnel, equipment vendors, students and their parents, high school employees, and the general public.

LICENSING AND REGULATION N/A

TOOLS AND EQUIPMENT USED

This position must demonstrate computer and digital literacy, including the use of Microsoft applications. -This position must operate general office equipment as needed. The College or personal vehicle may be needed for travel to off-campus sites. This position must be able to operate instructional equipment at the College as well as remote instructional sites.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in a classroom setting. The noise level in the work environment is low to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.