Position Description

Job Title: Faculty, Electromechanical Systems
Division: Academic Affairs
Department: Education Division
Last Update: 4-10-2012
Supervisor’s Position: Dean of Advanced Manufacturing
FLSA Status: Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by the position.

Job Summary:

The Faculty Instructor provides subject matter expertise in electronics, industrial wiring, motor controls, programmable logic controls, instrumentation, industrial fluid power, manufacturing automation concepts and robotics. Teach courses, adhering to lesson plans, meeting course objectives, beginning and ending courses on time as scheduled and adhering to faculty ethical and professional behaviors.

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<tr>
<th>Essential Duties and Responsibilities:</th>
<th>Approximate Percentage of Time</th>
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<tr>
<td>1. Professional deliver face to face classroom lecture/lab instructional curriculum to students.</td>
<td>55%</td>
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<td>2. Preparation and development of curriculum, instructional materials and course scheduling (As per KBOR and industry requirements).</td>
<td>10%</td>
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<td>3. Maintain Instructor office hours to prepare and grade student evaluations and lab projects. This time is also utilized to schedule appointments with students as needed.</td>
<td>30%</td>
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<td>4. Develop and maintain a positive relationship with program Industry Advocate Team (IAT) members. Activities include scheduling team members as guest speakers, coordination to assist in job placement and possible donations of equipment and supplies.</td>
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<td>5. Student Recruitment and retention activities including but not limited to high school visits and college activities, such as Open House, a variety of tours and participation in other college activities.</td>
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<td>6. Purchase and maintain instructional equipment meeting industrial safety and operational standards.</td>
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<td>7. Attend/complete professional development activities to remain current with technological advances.</td>
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<td>8. Attend faculty in-services, Faculty IAT and other meetings required by department and administration.</td>
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<td>9. Additional miscellaneous activities to assist student and the college to meet both individual and college goals.</td>
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<td>10. Other duties as may arise.</td>
<td>5%</td>
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Required Knowledge, Skills, and Abilities

- Ability to function effectively with a variety of simultaneous responsibilities and deadlines.
- Excellent communication skills, both written and verbal
- Detail oriented with strong organizational skills
- Ability to work independently with little or no supervision
- Ability to use computer and various software applications
- Good interpersonal skills – must be able to work with students, technical and administrative personnel in a pleasant, professional and efficient manner.
- Ability to communicate with employees, management, other areas of the organization, in person, on the phone and by written communications in a clear straight-forward and professional manner.
- Ability to pre-plan course work
- Demonstrate ability and knowledge to work in team-like environment
- Knowledge in electronics, industrial wiring, motor controls, programmable logic controls, instrumentation, industrial fluid power, manufacturing automation and robotics.

Education and Experience:

- Bachelor’s degree required and third party industry certifications preferred.
- Minimum of 3-5 years’ work experience in industry required.
- Teaching experience in adult education preferred

Working Conditions:

Attendance is required daily and at regularly scheduled meetings and in-services, as well as at meetings that may be scheduled impromptu. Working hours may fluctuate based upon college deadlines and projects. Administration has the right of course assignment based on college need so flexible hours, which may include evenings and weekends are a requirement.

__________________________________                  ______________
Employee Acknowledgement                                                  Date

__________________________________, ________________________
Supervisor Acknowledgement                                                Date