Position Description

Job Title: Adjunct, Electromechanical Systems
Department: Academic Affairs
Last Update: 10/23/2012
Supervisor’s Position: Dean of Manufacturing Technologies
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 of personnel in said position.

Job Summary:

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

Essential Duties and Responsibilities:

• Relates to students in a professional manner that demonstrates respect for the individual
• Reviews course content with administrator or designee prior to instruction
• Meets with class(es) on the scheduled dates for the full duration of class time
• Presents instruction in a manner consistent with lesson objectives and course outcomes
• Returns graded work in a timely and consistent manner
• Seeks student feedback to identify and meet student needs
• Evaluates learning in an ongoing effort to document student mastery of course objectives
• Performs paperwork related to the assignment, including completion of all required reports
• Maintains classroom environment that supports learning
• Submits grades by the established due date and assist the registrar in maintaining an accurate record of class enrollment
• Maintains records of student achievement in the event of a grade appeal
• Meets with the Dean of Manufacturing Technologies if and as requested; and, maintains close communication regarding any classroom or learning issues that may arise.
• Performs all other duties as assigned.

Required Knowledge, Skills, and Abilities:

• Knowledge in CNC lathes, CNC mills, Manual mills, Manual lathes and precision measurement equipment. Must be able to read and interpret blue prints and technical instructions.
• Demonstrates basic knowledge of Microsoft Word and Outlook applications.
• Complies with hiring requirements of College
• 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.
• Good interpersonal skills – must be able to work with students, technical and administrative personnel in a pleasant, professional and efficient manner.
• Ability to work independently with little or no supervision.

**Education and Experience:**

• Associates degree, required. Bachelor’s degree, preferred.
• Minimum of 3-5 years work experience in industry.
• Teaching experience in adult education, preferred.
• Possess current licensure/certification/registration as required by profession.

**Working Conditions:**

Attendance at regularly scheduled meetings and in-services, as well as at meetings that may be scheduled on an impromptu basis. There may be occasional travel between the College locations. Working hours may fluctuate based upon college deadlines, projects being undertaken, and the types of services needing to be provided. Invest the necessary time in performing all tasks necessary in order to accomplish assigned work.

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Employee Acknowledgement        Date