Position Description

Job Title: Adjunct, CATIA/Design Technology
Department: Academic Affairs
Last Update: 04/29/2013
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. 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:

- Professionally deliver face to face classroom lecture/lab instructional curriculum to students
- Prepare and develop curriculum, instructional materials and course schedules. (As per KBOR and industry requirement).
- 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.
- Develop and maintain a positive relationship with program Industry Advocate Team (IAT) members. Activities include scheduling team members as guest speakers, coordinating IAT members to assist in/with job placements and the possible donation of equipment and supplies.
- Student recruitment and retention activities to include but not limited to secondary school visits, tours, college open house activities and participation in other college events (In-service, IAT, and other events as required).
- Purchase and maintain instructional equipment meeting industrial safety and operational standards.
- Attend/Complete professional development activities to remain current with technological advances.

Required Knowledge, Skills, and Abilities:

- Proficient in CATIA V5 with work bench experience in: Part Design & Sketcher; Drafting; Assembly; Wire Frame and Surfaces; Prismatic Machining; Surface Machining.
- Proficient in AutoCAD
- 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.
• Ability to work under pressure and meet deadlines.

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.

__________________________________                  ______________
Employee Acknowledgement                                     Date