

<b>Position</b>	<b>Automotive Mechanic Instructor</b>
<b>Position Condition</b>	Full-time, Unlimited, Unclassified (MSCF)
<b>Application Deadline</b>	As Soon As Possible, Open until filled
<b>Start Date</b>	August 19, 2009
<b>Location</b>	Dakota County Technical College, Main Campus in Rosemount
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Teach automotive technician corporate curriculum for the Chrysler Academy program. Assigned specific content areas include all eight areas of ASE standards.</li> <li>• Develop and write Automotive Mechanic curriculum. (See Faculty position description)</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum 4 years of recent experience in the Automotive Mechanic field, with experience with Chrysler Training.</li> <li>• Qualify for Minnesota Technical College credential field in Automotive Mechanics #170302 (See MnSCU Licensure website for details at <a href="http://www.licensure.mnscu.edu">www.licensure.mnscu.edu</a>)</li> <li>• Evidence of excellent oral and written communication skills.</li> <li>• Ability to work with diverse populations.</li> <li>• Strong organizational and management skills.</li> <li>• ASE Certification in program teaching area</li> </ul>
<b>Preferred Qualifications, but not required</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree</li> <li>• Teaching experience</li> <li>• ASE Master Certified</li> </ul>
<b>Salary</b>	Commensurate with qualifications and experience
<b>How to Apply</b>	<p>Submit your online application and supporting information to the powerHR website at <a href="http://appgo1.outtech.com/hr/dctc.jsp">http://appgo1.outtech.com/hr/dctc.jsp</a></p> <p>A cover letter, resume, references and transcript copies will be required as part of the application process.</p> <p><b>Note:</b> The browsers supported by powerHR are Firefox for MAC and Internet Explorer for PC. There are links at the bottom of the site to download these browsers, if needed. The system will not work properly unless these browsers are used.</p>

*Dakota County Technical College is  
An Affirmative Action/Equal Opportunity Employer/Educator  
Women, minorities, and individuals with disabilities are encouraged to apply.*

This document can be made available in alternative format such as large print or Braille on request

## TECHNICAL COLLEGE FACULTY POSITION DESCRIPTION

**POSITION:** Technical College Faculty

**RESPONSIBLE TO:** Dean/Vice President/President

**DUTIES:** The Technical College Faculty shall:

1. Comply with federal and state laws and Minnesota State Colleges and Universities rules and regulations and Dakota County Technical College policies and procedures.
2. Prepare and update curriculum regularly including content goals, performance objectives, and syllabi for courses in the area of responsibility.
3. Provide organized, structured, and sequenced instruction using the college lesson plan format for the program area of responsibility.
4. Evaluate student progress regularly, maintain accurate progress and attendance records, and provide written student referral reports as deemed necessary.
5. Coordinate program advisory committee activities and maintain accurate reports of minutes, recommendations, and suggestions.
6. Provide leadership in working with supervisory and administrative staff in job placement activities for students in the program area of responsibility.
7. Keep current with industry standards and practices while maintaining current valid vocational teaching license for program area of responsibility as specified by the Minnesota State Colleges and Universities.
8. Encourage and participate in the formation and maintenance of student organizations in the teaching field and program area of responsibility.
9. Coordinate and participate in regular program evaluation activities and make recommendations to the Dakota County Technical College administration for program improvement in his/her area of responsibility.
10. Provide input for program budget development, originate purchase requests, maintain accurate records, inventory supplies and equipment, and promote security for areas of responsibility.
11. Practice, teach, and incorporate accepted and mandated safety procedures into the curriculum.
12. Assist college administrators to establish positive public relations with trade associations, industry, parents, students, and the community.
13. Meet regularly with advisees and assist them with course schedule planning, monitor their academic progress, and refer them to appropriate campus resources when needed.
14. Meet regularly with prospective students, keep up-to-date with weekly enrollment management reports, make appropriate follow-up phone calls, and assist Student Services with registration.
15. Attend staff meetings, serve on college committees, and contribute to college efforts to publicize college services.
16. Provide for personal growth through professional reading, attendance at workshops, seminars, conferences, and courses, and participation in college staff development activities.
17. Maintain good housekeeping practices for program facility area of responsibility.
18. Perform other duties as assigned.