



**DAKOTA COUNTY**  
**TECHNICAL COLLEGE**

1300 145<sup>th</sup> Street East, Rosemount, MN 55068

2-2-10

<b>Position</b>	<b>Civil Engineering Technology Instructor</b>
<b>Position Condition</b>	Part-time Unlimited (.75 FTE) (Minnesota State College Faculty)
<b>Application Deadline</b>	Position Open Until Filled. Application review begins February 22, 2010.
<b>Start/End Date</b>	August 18, 2010
<b>Location</b>	Dakota County Technical College/Hennepin Technical College
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide instruction to students who are pursuing a degree in the Civil Engineering Technology Program.</li> <li>• Instructor is responsible for all activities related to teaching and learning including, but not limited to: instructional planning, curriculum development, student evaluation and records, student recruitment and retention, student advising and placement, classroom/climate preparation and management, interpersonal relations, promote safety in all aspects of program activities, purchase supplies and equipment, participate in professional development experiences, work as an effective team member of the department, maintenance of professional skills and credentials, and participate on college committees.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Must possess or meet the minimum qualifications for the Minnesota State Colleges and Universities credential field in Civil/Highway Technician Occupations 160106. (See MnSCU website at <a href="http://www.cfc.mnscu.edu">www.cfc.mnscu.edu</a> for details).</li> <li>• Recent occupational experience in surveying, material testing, and designing in civil engineering (please refer to occupational requirements as outlined at the above website).</li> <li>• Strong written and oral communication skills in English.</li> <li>• Must have the ability to work with diverse populations.</li> <li>• Valid driver's license.</li> </ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Teaching/training experience</li> </ul>
<b>Notice</b>	<i>In accordance with the Minnesota State Colleges &amp; Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.</i>
<b>Salary</b>	Commensurate with qualifications and experience
<b>How to Apply</b>	<p>Submit your online application and supporting information to: <a href="http://agency.governmentjobs.com/dctc/default.cfm">http://agency.governmentjobs.com/dctc/default.cfm</a></p> <p>A cover letter, resume, references and transcript copies will be required as part of the application process.</p>

*Dakota County Technical College is  
An Affirmative Action/Equal Opportunity Employer/Educator*

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.