

Position	Welding Instructor
Position Condition	Full-time Unlimited Unclassified (MSCF)
Application Deadline	As Soon As Possible, Open until filled
Start Date	August 19, 2009
Location	Dakota County Technical College, Main Campus in Rosemount
Responsibilities	<ul style="list-style-type: none"> • Teach Welding curriculum in a team environment. • Develop and write Welding curriculum. • Assist in student recruitment and placement for the Welding Program. • Advise and evaluate Welding students. (See Faculty position description)
Qualifications	<ul style="list-style-type: none"> • Minimum 4 years of recent experience in the Welding field, with experience with all welding processes. • Qualify for Minnesota Technical College credential field in Welding Occupations # 172306 (See MnSCU Licensure website for details at www.licensure.mnscu.edu) • Evidence of excellent oral and written communication skills. • Ability to work with diverse populations. • Strong organizational and management skills. • Appropriate Welding Certification in program teaching areas
Preferred Qualifications but not required	<ul style="list-style-type: none"> • Bachelor's Degree • Teaching experience
Notice	<i>In accordance with the Minnesota State Colleges & 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>
Salary	Commensurate with qualifications and experience
How to Apply	<p>Submit your online application and supporting information to the powerHR website at http://appgo1.outtech.com/hr/dctc.jsp</p> <p>A cover letter, resume, references and transcript copies will be required as part of the application process.</p> <p>Note: 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.