

***Precision Manufacturing & Machining Technology Instructor***

**Reports To:** Coordinator of Career-Technical Education and Dean of Career-Technical & Adult Education

**Description of Position:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Precision Manufacturing & Machining Technology Instructor will be an equity-minded individual committed to student safety and success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

This position requires teaching courses in the Precision Manufacturing & Machining Technology program. The instructor will prepare individuals to manufacture precision parts on machines such as lathes, grinders, drill presses, milling machines, and Computer Numerical Control (CNC) equipment. The instructor will also teach individuals to use precision measuring instruments such as layout tools, micrometers and gauges; machining and heat-treating various metals; and laying out machine parts. The instructor will participate in all normal faculty duties such as student advising and orientation.

**Duties and Responsibilities:**

In addition to participating in all normal faculty duties, the instructor will be expected to:

- Advise and keep records of student advisees by division and departmental policy and procedures
- Aid in hiring, training, and evaluating instructors within the college
- Assist in the development of a term by term schedule of course offerings
- Assist the college in recruiting and retaining students in the program, Career-Technical division, and college as a whole
- Communicate to the students goals, objectives, and expectations of courses taught
- Demonstrate an interest in the students by providing assistance in the areas of guidance, student activities, and all registration processes
- Develop reports, local, state, and federal in an efficient accurate manner
- Encourage and monitor regular attendance of students and motivate students to maximum effort
- Foster and promote all educational programs and activities offered through the college
- Keep accurate records of student grades, progress, and retention data
- Maintain consistent office hours in addition to teaching duties
- Maintain contact with appropriate business/industry or advisory groups
- Make student referrals when deemed necessary to other college personnel

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### **Duties and Responsibilities (cont.):**

- Participate and coordinate in the assessment of the Precision Manufacturing & Machining Technology instructional needs and plan the delivery necessary to meet those needs
- Participate in professional development dedicated to understanding how to effectively and efficiently teach the curriculum which incorporates national standards, yields industry-recognized certifications, and increases academic foundations
- Revise/Project budget for the program
- Teaching courses to a diverse student body
- Work in conjunction with the Vice President of Instruction and the Dean of Career-Technical Adult Education to ensure a coordinated delivery of instruction, identification of students' needs, and development of courses that will meet students' needs
- Other duties as assigned by the Coordinator of Career-Technical Education and Dean of Career-Technical & Adult Education

### **Mandatory Requirements include:**

- Applicant must hold a minimum of a Career Certificate in Precision Manufacturing & Machining Technology/ Machine Tool Technology or a related field.
- Applicant must have a minimum of two years' work experience within the last five years related to the program of study.
- Applicant must be dedicated to teaching as a full-time profession and appreciate the concept of the community college.
- In addition, excellent communication and interpersonal skills, initiative, and flexibility are required.

### **Desired Qualifications (but not required):**

- Comfortable use of computer/technology skills.

### **Physical Demand:**

- Ability to safely use all stationary tools and hand tools associated with the machining industry and machining profession;
- Ability to lift 50 pounds;
- Ability to perform all physical requirements common to the machining industry.
- Job site, shop management, and organizational skills.
- May require prolonged periods of viewing a computer screen.
- Other areas of physical demand include but are not limited to bending, climbing, crawling, kneeling, pulling, pushing, reaching, sitting, squatting, standing, stooping, twisting, and walking.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the

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work environment is usually moderate.

## **TERMS OF EMPLOYMENT**

This is a full-time, 9-month, Career-Technical Instruction (CT), exempt position.

## **SALARY**

The salary offered will be based on education and experience.

## **APPLICATION PROCEDURES**

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form (**Online Only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

**Official transcripts must be sent directly from the university/college.**

They may be sent electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu)

**or via postal mail to:**

Office of Human Resources

P. O. Box 668

Moorhead, MS 38761

## **DEADLINE**

External/Internal – November 20, 2021 at 5:00 p.m.

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