



NOTICE OF VACANCY

Aviation Maintenance Technology Instructor

REPORTS TO: Vice President of Workforce and Economic Development

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 Aviation Maintenance Technology Instructor position is grant funded with discretionary funds. The successful Aviation Maintenance Technology (AMT) Instructor will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The AMT Instructor for this program will train and prepare individuals to master skills for careers in aviation, airframe, and power plant mechanics. The Instructor is responsible for the overall operation of the aviation maintenance technology program, students, facilities, and equipment. Individuals going through this program will have opportunities for employment as aviation maintenance technicians.

More specifically, the Aviation Maintenance Technology Instructor is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Adhere to compliance regulations for all professional licensing qualifications to include FAA.
- Assist in the development and schedule of course offerings.
- Assist students to find employment in an occupation related to training.
- Assist in recruiting and retaining students in the program.
- Attend and participate in all required meetings, training and development activities, and other events
- Maintain industry contacts to provide feedback on needs from aviation community.
- Communicate department needs to administration.
- Communicate to students the goals, objectives, and expectations of courses taught.
- Develop and accurately maintain all reports required by MDCC, Accelerate Mississippi, Mississippi Community College Board, FAA, and other partners.
- Encourage and monitor regular attendance of students and motivate students to maximum effort.
- Keep accurate records of student attendance, grades, progress, and retention data.
- Maintain a clean and safe laboratory environment and supervise all laboratory experience.
- Maintain a professional demeanor with all students, coworkers, and community members.
- Maintain proper inventory of all equipment and tools assigned to the AMT program.
- Participate and coordinate in the assessment of the program's instructional needs and plan the delivery necessary to meet those needs.
- Prepare and grade examinations based upon course objectives, publish lesson schedule, and return all assignments in a timely manner.
- Prepare detailed lesson plans, job sheets, and laboratory demonstrations for all units of instruction.
- Provide excellent classroom and lab instruction in modern aviation maintenance through positive and inspiring learning experiences for all students using a variety of teaching methods and making every learning situation relevant to career preparation and employer expectations.

DUTIES AND RESPONSIBILITIES (cont.)

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

- Recommend changes in the curriculum to maintain a current program.
- Update and continually improve teaching techniques and aviation maintenance technology skills.
- Perform other duties as assigned by the Vice President of Workforce and Economic Development.

MANDATORY QUALIFICATIONS

- Applicant must have at least five years or more experience aviation maintenance to include the following: maintenance, inspection, alterations and repairs to power plants, and airframe on heavy and/or light category aircraft within last ten (10) years.
- Applicant must be certified by the FAA as a mechanic with airframe and power plant ratings.
- Previous teaching and/or training experience in aviation maintenance is required.

DESIRABLE QUALIFICATIONS

- Associate's degree in Aviation Maintenance Technology or related field from a regionally accredited institution.
- Preference may be given to applicants with a second teaching field as well as community college teaching experience.

KNOWLEDGE AND SKILLS

- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to safely use all tools and equipment associated with the Computer Networking Technology industry and profession
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS (cont.)

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit,

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stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

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 work environment is usually moderate to loud.

TERMS OF EMPLOYMENT

This is a part-time, 12-month, Exempt, and Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with 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
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. 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 **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

"Mississippi Delta Community College does not sponsor work visas. Any appointment made will be contingent on the selected applicant being able to provide documentation of eligibility to work in the United States."

DEADLINE

Internal/External – May 14, 2024 at 5:00 p.m.

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