



## NOTICE OF VACANCY

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

**REPORTS TO:** Coordinator of Career-Technical 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.

More specifically, the Precision Manufacturing & Machining Technology Instructor is responsible for the following:

### **DUTIES AND RESPONSIBILITIES**

- 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
- Participate and coordinate in the assessment of the Precision Manufacturing & Machining Technology instructional needs and plan the delivery necessary to meet those needs

*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](mailto:EEOC@msdelta.edu).*

## **DUTIES AND RESPONSIBILITIES (cont.)**

- 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 QUALIFICATIONS**

- 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.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- 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 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.

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## **KNOWLEDGE AND SKILLS REQUIRED (con't.)**

- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.
- Successful experience managing complex budgets.

## **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.

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, 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.

## **TERMS OF EMPLOYMENT**

This is a full-time, 9-month, Exempt, and Career-Technical Instruction (CT) 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>

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Official transcripts **are required upon hire** and may be sent directly from the university/college 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**

Internal/External – June 1, 2023 at 5:00 p.m.

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