



NON-CREDIT, WELDING INSTRUCTOR

PART-TIME

Eastern Gateway Community College is currently seeking a Non-Credit Welding Instructor. In this rewarding position, you will administer lessons according to pre-developed lesson plans and lead students through practical application of lessons taught. This is a part-time position and will be based at our campus located in Youngstown, Ohio.

The primary responsibility of a Non-Credit Instructor is the preparation, delivery, and evaluation of courses to satisfy the educational mission and goals of the College and affiliated businesses. All other responsibilities are viewed as supportive to this central function. Specific duties within direct and indirect responsibility areas will be assigned in relation to the expertise of the Instructor and College priorities.

The following description is intended to indicate different levels and types of direct and indirect duties that will be required of the Non-Credit Instructor. It should neither be construed as being all inclusive nor limit the director's right to assign, direct, and control the work under his/her supervision.

Essential Responsibilities

- Prepares for and teaches classes as assigned. Making good use of class time and keeping all classes for the scheduled period.
- Participate in the development of curriculum.
- Develops appropriate grading policies and methods of student assessment to monitor and communicate academic progress.
- Provides full information to students regarding course syllabi, objectives, text, and materials required for the courses taught.
- Maintains accurate records of student attendance and academic progress.
- Recognizes individual differences in the classroom, and adapts instructional techniques accordingly.
- Assists students with academic difficulties including being available for consultation outside of class.
- Encourages and motivates students in a positive/professional manner to do their best.
- Refers students to appropriate staff, office or resource person for information, guidance, financial assistance, placement, etc.

- Enforces regulations in the school catalog and student handbook.
- Submits academic information such as course syllabi, final grade reports, grade changes, and mid-term deficiency grades on time to the appropriate person (registrar, dean, chairperson, etc.) utilizing the institution's reporting procedures.
- Uses college equipment and property appropriately and have students do the same. Reports broken or damaged equipment to the college office immediately.
- Abides by all accrediting council, state, federal and institutional policies and procedures, rules and laws.
- Create and maintain a safe environment at all times.
- Cooperate with other part-time and full-time faculty, Program Directors, Deans, Vice President, Academic Affairs, and other college/department support staff in carrying out the instructional programs and the educational mission and goals of the college.
- Conform to prescribed methods of record keeping as directed by supervisory staff.
- Communicate promptly regarding supplies, tools or other essentials for students in the classroom.
- Demonstrate continuing professional development of technical expertise and as an instructor.

Education & Experience

- High school diploma, GED, and/or proof of completion of related vocational training program.
- Verifiable work experience including a minimum of five (5) years verifiable welding industry experience within the last ten years.
- Industry Qualifications include: SMAW, GTAW, GMAW, FCAW, and/or Pipe Welding. Applicant should have five years' field experience and have passed an AWS or ASME all position qualification test in one or more of the above areas.
- Must be certified or licensed where required by law.

Skills & Abilities

- Strong written, oral, and interpersonal communication skills with demonstrated success in collaborating with diverse groups of employees and customers.
- Possess enthusiasm, dependability, diplomacy and organizational integrity.
- Project a positive image of the college both on campus and in the community.
- Excellent Leadership and customer services skills are important.
- Ability to work in an observation/coaching style environment.
- Capability to prioritize, accept responsibility, and work within deadlines.
- Superior organizational and problem-resolution skills.
- Demonstrated commitment to customer service.
- Solid computer software skills including Microsoft Office.

Resumes, cover letters, and three professional references (Please provide the name, address, email address, and phone number of each reference) should be sent to David Hancock at careers@egcc.edu

Internal applicants should include their employee ID number in their application.

Applications will be accepted until the position is filled.

EEO/AA/VET/DISABILITY

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the college through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.