



JOB VACANCY ANNOUNCEMENT – *Deadline Extended*

April 7, 2011

POSITION: **Southwest Alabama Industrial Maintenance Instructor(s)
(Five – Community Based Job Training Grant Funded Positions)**

SUMMARY: Provides advising, instruction and evaluation of students in a postsecondary Industrial Maintenance instructional program. Instructors must be proficient in one or more of the following disciplines:

- Programmable Logic Controls
- AC/DC Fundamentals
- Motor Controls I and II
- Hydraulics and Pneumatics
- Instrumentation (Intro and advanced)

PROJECTED

STARTING DATE: June 1, 2011 or as soon as possible thereafter

MINIMUM QUALIFICATIONS:

1. Minimum of a Bachelor's Degree in any technical field or education with twenty-seven (27) semester hours in industrial maintenance or related coursework.
2. Three (3) years of successful full-time experience in the Industrial Maintenance field.
3. Ability to travel to community colleges in southwest Alabama as part of an 8-week rotation schedule. (Mileage and per diem paid in accordance with state travel policy.)

DESIRED ADDITIONAL QUALIFICATIONS:

1. Postsecondary teaching experience.
2. Hands-on knowledge of or understanding of industrial maintenance concepts and technical operation.
3. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
4. Strong computer skills and familiarity with Microsoft software products.
5. Excellent oral and written communication skills.
6. Ability to obtain Class "B" Commercial Drivers License (CDL).
7. Demonstrated ability to interact effectively with a diverse student population.

ESSENTIAL JOB FUNCTIONS: The Industrial Maintenance Instructors will adhere to guidelines as specified by the ATN Policies and Procedures Manual, the President and Dean of Instruction at each college, Department of Labor and the State Board of Education. Essential job functions include, but are not limited to, the following:

1. Teaches classes/labs as assigned. Classes/labs may be scheduled during the day, evenings, or weekend and at any campus/instructional site (within the consortium) deemed necessary.
2. Provides instruction to students enrolled in the Industrial Maintenance Technology programs in assigned subject areas.
3. Maintains and submits accurate time and effort reporting forms to ATN.
4. Informs students about course requirements, evaluation procedures, and attendance policies.
5. Maintains accurate attendance and scholastic records.
6. Maintains teaching credentials, technical competency and technical certification as directed by supervisor.
7. Participates in curriculum evaluation/revision and textbook selection.
8. Fulfills professional responsibilities, promotes positive public relations on behalf of the CBJT Grant program.

ESSENTIAL JOB FUNCTIONS (continued)

9. Works hours or schedules assigned by the supervisor.
10. Performs other duties as assigned by the supervisor to complete professional development or teaching assignments.
11. Maintains inventory records of tools, equipment, and teaching components in working order.
12. Maintains cleanliness and good housekeeping practices in assigned teaching areas (classrooms and laboratories).
13. Develops, creates, and monitors job shadowing opportunities.
14. Adheres to and enforces safety practices.
15. Transports and set-up mobile training units at each host college.
16. Posts and maintains regular office hours in accordance with prevailing policy.
17. Participates in faculty discussion about curriculum, teaching-learning techniques, and teaching materials.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned by the supervisor.

SALARY: \$60,000 annually based on Community-Based Job Training grant guidelines and education.

DEADLINE TO APPLY: *Monday, May 2, 2011 at 4:00 p.m.*

APPLICATION PROCEDURE:

Applicants must meet the minimum qualifications and must submit a complete application packet by the stated deadline in order to be considered for this position. A complete application packet consists of the following:

- A letter of application with reference to position title as found on the vacancy notice (cover letter)
- A complete Application for Employment (must be completed in its entirety)
- A current resume
- Three letters of reference
- Transcripts from all colleges attended or the final transcripts of the last college attended if it reflects all degrees listed on the application and all related course work earned. Transcripts from all colleges attended are preferred. Transcripts documenting attainment of degree qualifications are required as a part of the application packet. Unofficial transcripts will be accepted for interviews; however, official transcripts from all colleges attended must be on file prior to employment.

Employment application forms are available online at <http://www.atn.org/> and must be returned to the address below:

Alabama Technology Network
Office of Human Resources
500 Beacon Parkway West
Birmingham, Alabama 35209-3108

OTHER INFORMATION:

Applicants must adhere to the Alabama Technology Network prescribed interview schedule and must travel at their own expense.

ATN reserves the right not to fill the position in the event of budgetary or operational constraints.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

It is the policy of the Alabama Department of Postsecondary Education including all postsecondary institutions under the control of the Alabama State Board of Education that, no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. (Each institution will make reasonable accommodations for qualified disabled applicants or employees.)
