

WEEKS MARINE ENDOWED PROFESSORSHIP IN MARITIME TECHNOLOGY

TBD

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position. The domiciled campus will depend on the chosen applicant

Applications will be accepted until position is filled, with preference being given to those received on or before January 6, 2021. The posting is for internal applicants only.

All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: **(1)** a letter of application, **(2)** a resume and **(3)** official transcript (for a transcript to be considered official, it must be sent directly from the school to Human Resources. It may be sent by mail or e-script.)to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu

Job Summary:

Leads, oversees, and participates in the work of staff responsible for providing classroom and clinical/laboratory instructional services. Performs a variety of administrative tasks relative to maritime educational programs. Responsible for providing instructional services in the area of maritime technology. Responsible for selecting, teaching, guiding and evaluating all learning experiences in the classroom and clinical facilities. All learning experiences and methods of instruction shall provide opportunity for fulfilling the objectives of maritime courses.

QUALIFICATIONS:

Minimum Requirements: Certificate and/or Technical Diploma from a nationally or regionally accredited college or university in the field of maritime transportation or equivalent qualifications and four years' full-time work experience in teaching or training in either operational or management level US Coast Guard approved courses. Maritime experience gained through Military Service may substitute for licensure/education requirements. United States Coast Guard (USCG) Mariners Document/License and USCG approval to teach coursework assigned to the position.

Preferred Requirements: Associate Degree or higher in the field of maritime transportation or equivalent and USCG Unlimited Master License

RESPONSIBILITIES:

- Instructional/Teaching Performance
- Utilize innovative, effective, and equitable teaching techniques
- Follow course syllabi and outlines

- Maintain time on task
- Receive favorable student evaluations of instruction
- Meet deadlines related to this function.

Program Coordination/Instructional Development

- Develop Curriculum Guides, course syllabi and outlines, and other instructional materials
- Prepare course offering schedule based on Curriculum Guides
- Participate in curriculum meetings
- Meet all deadlines related to this function

Program/Instructional Management

- Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
- Maintain appropriate student records, i.e. grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
- Meet all deadlines related to this function

School or Classroom Management

- Practice appropriate safety precautions
- Maintain student discipline
- Meet all deadlines related to this function
- Maintain accountability of all assigned books, equipment, and supplies

Student Guidance/Advising Activities

- Provide career counseling and academic advising
- Follow Curriculum Guides in scheduling to insure timely completion of a program of studies.
- Serve special populations
- Make appropriate referrals to students with special needs
- Maintain appropriate number of students in class and in program
- Meet all deadlines related to this function

College and/or Community Services

- Participate in recruitment activities, i.e. career fairs, etc.
- Maintain program accreditation/certification or program licensure requirements

Provide service to the College that may include some of the following activities:

- Sponsor student organizations
- Serve on or chair committees
- Conduct or coordinate teaching consultant activities
- Facilitate workshops

- Teaching consultant activities
- Teach continuing education or customized industry courses
- Provide routine equipment maintenance
- Initiate and write new program proposals
- Serve on College committees as required

Provide service to the community that may include:

- Participate in health fairs
- Participate in charity or community activities
- Meet all deadlines related to this function

Professional Activities, Leadership, and Service – participate in professional development activities that may include:

- Complete coursework or degrees
- Membership in professional organizations
- Serve on a Board or in an Office of professional association
- Present a paper or facilitate a workshop at a professional conference
- Participate in a Leadership Academy
- Serve on an external institutional or program accreditation team
- Participate in industry visits
- Exemplify Leadership role on NTCC or LCTCS Committees, Faculty Council, etc.
- Meet all deadlines related to this function

All other duties as assigned by the Provost & Vice Chancellor of Academic Affairs.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work-related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Excellent customer service skills.
2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

PHYSICAL REQUIREMENTS:

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. Teaching responsibilities are typically performed in a classroom/lab environment with the employee intermittently sitting, standing, walking, bending, pushing, and pulling for three (3) – four (4) continuous hours at a time. The employee frequently lifts lightweight objects up to 50lbs. The work is performed in campus buildings and outdoors where the employee is occasionally exposed to cold or inclement weather. The exposure to dirt, dust, grease, machinery with moving parts, chemicals, and fumes is possible in the laboratory environment. For classroom safety, instructor's hearing and vision must be at adequate level for safe supervision of students and equipment.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The atmosphere will be a welding shop, classroom, office, welding shop floor, temperature may vary. Some positions will be located within a prison. Exposure to noise, dust, grease, fumes, gases, toxic chemicals, solvents and electrical energy.

ENDOWED PROFESSORSHIP:

A faculty member must have full-time teaching responsibilities at the College and must hold a minimum ranking of Instructor. All faculty will be required to demonstrate one or more of the following criteria: significant relevant experience, relevant service, leadership and effective instruction in the area the endowed professorship is offered. Faculty applicants that already additionally serve as committee chairpersons, department chairs, program coordinators in the various academic divisions, majors and programs that receive no more than 40% total reassigned time will be eligible for selection.

In a case in which the donor of the endowed professorship award places restrictions that conflict with these eligibility criteria, the procedures will be modified to be consistent with the donor's restrictions or the donation will be rejected, at the discretion of the College.

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.