CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE
JOB ANNOUNCEMENT
Director of Welding Technology

CLTCC seeks a well-qualified, highly motivated individual to fill the position of Director of Welding Technology. Under general supervision from the Dean of Technical Studies, he/she will oversee quality instruction for Welding Technology courses at the CLTCC. The Director of Welding Technology will identify and assist welding instructors as they enhance student learning and are relevant to industry. He/she will oversee learner guidance and academic advisement to students, evaluate students and instructor’s progress and performance in attaining goals and objectives and prepare and maintain all required documentation and administrative reports. He/she will guide instructors on how to create course syllabi for courses that provide a high quality of instruction. He/she will maintain industry related certification(s), seek out other professional development opportunities, and participate in college sponsored events (i.e. graduation ceremony, enrollment and recruitment, etc.). The candidate must be up-to-date on current exam topics and welding codes; he/she must have excellent verbal, written, interpersonal and organizational skills and be willing to work a flexible schedule, including days, evenings and some weekends. The successful candidate must be highly motivated, have functional knowledge of Microsoft (MS) Office Suite, and possess appropriate diplomacy and critical thinking skills. This position will be domiciled at the Alexandria, LA Campus.

Duties and Responsibilities:

- Coordinates all aspects of the Welding program at CLTCC, including overseeing daily operations.
- Conducts welding faculty meetings and participate in educational conferences, professional training and seminars, as well as staff/department meetings.
- Oversee maintenance of inventory of welding department supplies and submit request for purchases to Dean of Technical Services for replenishment of supplies, as needed.
- Attends and conducts in-service training seminars, as required.
- Insures that all programs are operating under all Department of Education and Accrediting Commission requirements.
- Assists the Dean of Technical Services in curriculum development and preparation of course materials.

Knowledge of:

- SMAW, GMAW, FCAW, and GTAW Welding Processes
- Applicable laws, codes, regulations, policies, and procedures
- FERPA
- Teaching and learning strategies
QUALIFICATIONS

- Bachelor’s Degree or a minimum of 6 years’ of progressive experience in the welding field.
- Must have the ability to successfully pass welding certification tests.

Compensation:

$50,000 – $80,000 thousand dollars annually.

Application Procedure:

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of CLTCC.

A complete application packet consists of:

- Cover Letter (See resume will not be sufficient)
- Resume
- Official or Unofficial transcripts from all colleges, high schools attended for which degrees/diplomas have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to employment.

Applicants who fail to submit a complete application packet will not be considered.

Application packets should be email to: Yalandataylor@cltcc.edu

Position Open Until Filled.

Central Louisiana 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: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation 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.

Title IX Coordinator/ADA/Section 504 Coordinator:

Human Resources Director (318) 487-5443 ext. 1154
4311 South MacArthur Drive
Alexandria, LA 71302

*This position involves performance of duties for a grant funded project and is contingent on continued funding. In the event that funds for this position are discontinued or reduced or if requirements for funding this project no longer include this position, CLTCC shall have the right to discontinue the position.*