DUTIES AND RESPONSIBILITIES:

- Provides and supports classroom instruction for the Instrumentation & Electrical program;
- Meets with students, staff members and other educators to discuss students' instructional programs and other issues.
- Selects and assesses student learning outcomes, fosters effective learning in both classroom and lab settings, and promotes good public relations via contacts and regular communications with business, industry, and the public sector.
- Plans, organizes, controls and directs the operations of the Industrial Instrumentation and Electronics Program;
- Develops and updates the Industrial Instrumentation and Electronics Program’s Strategic Plan and assures their integration with other major planning efforts within the college;
- Oversees the Industrial Instrumentation and Electronics Program and all of its degree, diploma, and certificate credit program offerings;
- Oversees curriculum revision processes for the Industrial Instrumentation and Electronics Program;
• Assures the development of academic schedules for the Industrial Instrumentation and Electronics Program that meet the needs of students and academic programs, assigns faculty members effectively, enhances facility use, and integrates instructional technology in all modes of delivery;

• Develops the budget for the Industrial Instrumentation and Electronics Program that adequately supports the program content, the acquisition and maintenance of supplies, equipment and technology, faculty/staff professional development, and innovation;

• Maintains and reviews classrooms and laboratories in accordance with approved classroom and lab management plans

• Supports the development and facilitation of high school/college programming, transfer articulations, and other collaborative partnerships;

• Provides leadership to the Industrial Instrumentation and Electronics Program faculty to ensure effective academic services through assessment, program review, development of student-learning outcomes, accreditation activities, and other accountability efforts;

• Tracks the academic status of Industrial Instrumentation and Electronics Program students to ensure good academic standards are maintained and appropriate action is taken to refer students to necessary remediation or support services;

• In collaboration with the Industrial Manufacturing Instructor (Program Lead), coordinates the development of Industrial Instrumentation and Electronics Program brochures/handouts;

• Supervises and evaluates the performance of assigned personnel; coordinate the work assignments of assigned personnel; review work to assure compliance with established standards, requirements and procedures; take the necessary steps to ensure smooth and timely service to all employees college-wide;

• Motivates staff to improve quantity and quality of work performed and provides training and development opportunities as appropriate;

• Develop and implement measures and methodology for determining the effectiveness and efficiency the Industrial Instrumentation and Electronics Program;

**Knowledge of:**

Knowledge of:

• Basic Electricity, Electronics, Digital Electronics, Electro-Mechanical Devices, Motors, Control Systems, Control Loops, and PLC Programming

• Applicable laws, codes, regulations, policies, and procedures

• National and Regional Accreditation standards related to Academic Affairs

• Budgets and revenue control

• Teaching and learning strategies

**Demonstrated Ability to:**

• Direct AND Lead the Industrial Instrumentation and Electronics Program operations and services

• Mentor staff and advance a culture of service and collaboration with all campus constituencies

• Assess the effectiveness and efficiency of the Industrial Instrumentation and Electronics Program

• Review and Revise Curricula
• Keep current with, interpret and apply applicable rules, regulations, policies and procedures relating to Academic Affairs functions
• Apply knowledge of and experience in accreditation processes, specifically related to student learning outcomes, program review and integrated planning;
• Function in a multi-campus/site educational organization to promote the goals of the College
• Effectively use technology and computer software programs, including MS Office
• Organize and manage individual and team projects
• Promote collegiality, staff cohesiveness and the core values of the institution
• Analyze, problem-solve, negotiate and make decisions
• Provide excellent customer service to faculty, staff, current students, prospective students, alumni, business and industry partners, community representatives and other stakeholders
• To work with a diverse population

**Skills:**

• Excellent written, oral presentation and interpersonal communication skills.
• Superior team-building skills to build trust with others in a rapidly changing environment.

**QUALIFICATIONS**

• Associate’s degree in Instrumentation, Engineering Technology, Electronics/Electrical Engineering Technology, Industrial Engineering Technology or closely related field from an accredited college or university
• A strong commitment to and passion for the mission of the comprehensive community college
• Proficiency in Microsoft applications (Word, Excel and PowerPoint)

**Preferred (Desired) Qualifications:**

• Bachelor’s degree in Instrumentation and Controls, Electronics/Electrical Engineering, Industrial Engineering or closely related field from an accredited college or university
• Three years of experience within the last ten years in instrumentation and electronics or closely related industry.
• One year of instructor/training experience.
• FERPA Knowledge
• Preference will be given for experience in instrumentation and electrical fields
• Thorough knowledge of Basic Electricity, Electronics, Digital Electronics, Electro-Mechanical Devices, Motors, Control Systems, Control Loops, and PLC Programming
• Experience in curriculum development and review
• Experience in conducting student needs assessment and establishing student learning outcomes
Compensation:

- Salary will be commensurate with relevant professional experience and education.

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

A complete application packet consists of:

- Cover Letter (See resume will not be sufficient)
- Resume’
- Official or Unofficial transcripts from all colleges attended for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to employment.
- Three letters of professional recommendation for this position.
- Review of applications will begin five days after this job posting and continue until the position is filled.

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

This position will remain 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:

(318) 487-5443
4311 South MacArthur Drive
Alexandria, LA 71302