The position of Millwright Instructor (Adjunct) will be located at CLTCC’s Alexandria’s campus. CLTCC serves ten parishes in central Louisiana and has eight sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Natchitoches Site; 7) the Ferriday Site and 8) the Sabine Valley site. Additionally, CLTCC provides instruction in one state prison and one federal correctional institution.

**SUMMARY:**
Reporting to the Campus Dean, the Millwright Instructor supports the development and coordination of the Industrial Manufacturing Program. The Millwright Instructor teaches students how to install machinery and equipment according to layout plans, blueprints, and other drawings in an industrial establishment, using hoists, lift trucks, hand tools, and power tools: Reads blueprints and schematic drawings to determine work procedures. Prepares individuals to perform conventional machine tool operation, read blueprints/engineering drawings, use precision measurement tools, set-up, program, and operate CNC lathes and mills, use CAD/CAM systems, and fabricate parts.

Classroom instruction includes preparing and reviewing lesson plans. It also includes the following: 1) Developing and reviewing the program and syllabi, goals and objectives according to approved curriculum and course syllabi standards; 2) Providing students with a written course syllabus; 3) Recommending books and materials, and revising curricula; 4) Evaluating and reviewing students' progress in attaining goals and objectives; 5) Advising and counseling students and maintaining appropriate advisement records on each student; 6) Participating in registration; 7) Demonstrating and insuring the use of appropriate and effective teaching techniques, testing and grading procedures (including accurate, complete and proper maintenance of grade books and any other appropriate record- keeping requirements for the course, program or college), 8) Utilizing technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others; 9) Effectively communicating using technology and oral or written communication skills; 10) Effectively managing the classroom and supporting policies and procedures aimed at insuring appropriate student discipline;

**Duties and Responsibilities:**
- Provides and supports classroom instruction for the Millwright 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

• Assures the development of academic schedules for the Millwright 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;

• 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;

• Tracks the academic status of the Millwright 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 Millwright 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 as well as to prospective employees;

• 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 of the Millwright Program;

• Regularly attends seminars, special conferences and professional meetings as time and budget permit;

• Attains, maintains and reviews program certification requirements, as appropriate.

• Assure all academic practices and student records for both current and former students of the College comply with local, state, federal and accrediting body (COE, SACS, etc.) regulations;

• Follows and enforces rules and regulations as described by the Louisiana Community and Technical College System and other policies and procedures established by the college;

• Serves on committees as needed;

Knowledge of:

Knowledge of:
• Computers and applicable software in order to teach manual and classes.
• Applicable laws, codes, regulations, policies, and procedures
• FERPA
• National and Regional Accreditation standards related to Academic Affairs
• Budgets and revenue control
• Teaching and learning strategies
**Demonstrated Ability to:**

- Reviews and Revises Curricula.
- Keeps 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

**QUALIFICATIONS**

- High school diploma, GED, or equivalent and a background in mechanical drawing and mathematics are required.
- A strong commitment to and passion for the mission of the comprehensive community college
- Commitment to staff diversity, learning and development

**Preferred (Desired) Qualifications:**

- Associate’s degree in Machining Technology/Manufacturing Engineering, Industrial Technology or closely related field from an accredited college or university
- Five years of hands-on experience in the machining industry, dealing specifically with the manufacturing industry.
- NIMS Certification Level I, II, and III or the qualifications/experience to attain it within one year of hire.
- Teaching experience or industry training experience
- Experience with CNC lathes/mills.
- An in-depth working knowledge of the rules, regulations and principles of the Council on Occupational Education and the Southern Association of Colleges and Schools Commission on Colleges
- Working experience with Ellucian’s Banner or other major student information system
- Project management experience
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