NORTHEASTERN JUNIOR COLLEGE

Position Announcement: Welding Instructor

Position Description:

Northeastern Junior College is seeking applicants for a welding instructor and program coordinator. This will be a new program for NJC and the teaching responsibilities will include a wide range of welding and related courses. Students who complete the program will seek employment in welding, manufacturing, oil/gas, and other industrial or energy related industries. The successful applicant will be responsible for recommending courses to be included in the curriculum, developing curriculum and teaching aids, identifying needed equipment, obtaining supplies, marketing the welding program, recruiting students, etc. Additional responsibilities are those generally expected of full-time faculty including committee assignments and advising students.

Questions regarding the position may be directed to:
Jason Hazlett, Department Chair for Transportation & Energy, 970-521-6798 or Jason.Hazlett@njc.edu
Stanton Gartin, Vice President Academic Services, 970-521-6650 or e-mail Stanton.Gartin@njc.edu.
For more information about NJC, see the college web site at: http://www.njc.edu

Expectations:

- ***Facilitation*** of a learning-centered classroom and out-of-classroom activities; real-life applications of learning and mentoring of students.
- ***Service*** to students through student activities sponsorship and teamwork with peers in college activities, planning and committee responsibilities.
- ***Positive attitude*** through dedication to NJC mission and values; willingness to accept and promote change; open-minded fairness and consideration of multiple perspectives; willingness to take risks, work hard, accept responsibility for personal/professional growth, lead and follow well, accept criticism, handle conflict, and motivate others.
- ***Commitment*** to cooperation, consensus building, collaboration, effective goal-setting and evaluation.
- ***Participation*** in community organizations and activities.

REQUIRED QUALIFICATIONS:

- Certificate in Welding and/or appropriate AWA welding certifications.
- Significant work experience in the welding and/or manufacturing industry.
- Appropriate computer experience required in word processing, powerpoint, and spreadsheets.
- Ability to effectively communicate in a variety of settings.
- Must qualify for a Colorado Career & Technical Credential by being able to document 4,000 hours of paid work experience in the welding or manufacturing industry.
- Must have a valid driver's license.
- Must submit to and successfully complete a post-offer, pre-employment background check as a condition of hire.

PREFERRED QUALIFICATIONS:

- Associates degree in Welding or closely related field.
- Prior training or teaching experience.

CONTRACT SPECIFICS:

Position begins approximately May 1, 2013. This is a 163-day full-time faculty position. Since this is a new program, additional contract days available summer 2013. Salary range $34,300 - $38,200 commensurate with education and experience. Competitive fringe benefit package available through the State Board for Community Colleges and Occupational Education (SBCCOE).

Application:
Complete application packets will be reviewed as they are received. Position will remain open until filled. Complete application packet to consist of:

- Cover letter specifically addressing qualifications and committing to expectations
- Completed NJC application form
- College transcripts from an accredited college or university (unofficial copies acceptable during application process)
- Complete résumé
- Release Authorization (for background check)

Interviewed candidate will be required to prepare and deliver an actual classroom learning experience/demonstration before the selection committee. The teaching experience should be 30 minutes in length. A topic will be given to candidates at the time the interviews are scheduled.

Request application from and submit completed application materials to: Human Resources Office, Northeastern Junior College, 100 College Avenue, Sterling, CO 80751. Contact Human Resources at 970-521-6661, or e-mail request to: HumanResources@njc.edu or on the website at: http://www.njc.edu/Human-Resources. Faxed applications accepted at 970-522-4945.

Application files not containing the above documentation will not be forwarded to the Selection Committee.

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NOTICE TO ALL APPLICANTS: *Northeastern Junior College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and will not discriminate on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation, or veteran status in its activities, programs or employment practices. If you believe that any of the factors above have entered into the consideration of your application for employment, please contact the Northeastern Junior College Director of Human Resources at (970) 521-6730 or e-mail tammy.kallsen@njc.edu.*

It is Northeastern Junior College's procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history and credit check. Employment offers are contingent upon receiving a satisfactory report.

If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR Office listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.

All materials received become the property of Northeastern Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

For information regarding the security of Northeastern Junior College, including crime statistics for the Northeastern Junior College campus and surrounding area, please see the Crime Statistics at http://www.njc.edu/Publications. For a hard copy report please contact 970-521-6657.

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IMPORTANT NOTE:
Travel and/or relocations expenses are the responsibility of the candidate and are not reimbursed by the College.

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College/Community Profile:
Northeastern Junior College, one of 13 member-colleges of the Community Colleges of Colorado, lies in the rural northeastern Colorado town of Sterling. The community of approximately 13,000 residents enjoys easy access to Denver, the Rocky Mountains and the western-agricultural lifestyle. Northeastern Junior College enrolls approximately 1,000 full-time and 2,500 part-time students through 90 majors in associate degree and certificate programs. As a residential campus with six halls accommodating 500+ students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 50 full-time and 25 part-time faculty comprise the teaching staff.

***NJC Mission**:*
"Northeastern Junior College is a comprehensive two-year institution that is committed to providing excellence in learning, training, and service. We strive to produce skilled and knowledgeable students who transfer successfully and enter the workforce productively. We strive to enrich the quality of lives through affordable and accessible learning opportunities."

member of
COMMUNITY COLLEGES OF
COLORADO