



Job Description

Job Title: Electrical Apprenticeship Adjunct Instructor
FLSA Status: Exempt
Grade: Adjunct
Department: Career and Technical Education
Reports to: Dean of Career and Technical Education

Job Summary

The Electrical Apprenticeship Adjunct Instructor is a part-time teaching position and is traditional during the evenings. This faculty member will provide lecture and laboratory instruction in Electrical Apprenticeship courses. This position collaborates with Gillette College colleagues to develop curriculum, academic programs, assessment of student learning, and provides for the maintenance of equipment and actively works with industry representatives to ensure that students are prepared to enter the workforce with appropriate electrical skills and knowledge.

Essential Functions *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Provide classroom and lab/shop instruction.
- Participate in curriculum development and assessment of student learning activities at the course, program, and institutional levels.
- Supervise students throughout all aspects of the program.
- Effectively utilize software programs.
- Maintain a safe environment for all participants.
- Maintain compliance with GCCD Policies and Procedures.
- Serve on college and departmental committees and attend advisory board meetings.
- Work with local industry to meet workforce needs.
- Other duties as assigned.

Minimum Qualifications *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- Knowledge of commercial and residential wiring; industrial supervisory experience.
- Journeyman with at least 3 years of experience as an electrician.
- Prior electrical training or teaching experience.

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Preferred Qualifications

- Associate degree from an accredited college or university.
- Competency using Microsoft Office, Excel, and Outlook.

Competencies for Successful Performance

Knowledge of:

- In residential, commercial, and industrial electrical fields.
- In the following areas: electrical code, wiring methods, electrical safety, electrical troubleshooting, and repair.
- Office procedures, methods and computer equipment and programs including but not limited to Microsoft Office programs.
- Work safety principles and practices.

Ability to:

- Teach a variety of electrical related classes.
- Maintain records.
- Establish and maintain positive and effective working relationships with students, College employees and the public.
- Learn new techniques in teaching and new industry trends.
- Communicate effectively, both orally and in writing.
- Respond to local industry needs.
- Effectively present information to top management, public groups, and other groups.
- Understand and follow safety procedures.
- Organize work tasks and work independently, but also in a team environment.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.

Skill in:

- Performing various duties, frequently changing from one task to another.
- Handling, directing, and prioritizing multiple and complex assignments/projects.
- Customer service.

- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.
- Communication and leadership.

Supervisory and Management Responsibility

- None.

Physical Demands *(The physical demands described below 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 qualified individuals with disabilities to perform the essential functions.)*

- Prolonged periods of sitting at a desk
- Must be able to lift up to 20 pounds.

How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.