



Job Description

Job Title: Welding Instructor

FLSA Status: Exempt – Full –Time – 9 Month

Grade: Faculty

Department: Career and Technical Education

Reports to: Dean of Career and Technical Education

Job Summary

This faculty member will provide lectures and laboratory instruction in welding courses in the Associate of Applied Science and Certificate of Completion programs. This individual will be team-oriented and will collaborate with Gillette College colleagues to develop curriculum, academic programs, assessment of student learning, and provide for the maintenance of equipment. This instructor will actively work with industry representatives to ensure that students are prepared to enter the workforce with appropriate welding skills. Other duties include supporting student success by engaging students in the welding discipline, support of student activities, and advising students in the welding program. A successful candidate can communicate effectively with students and staff, engage in learner-centered teaching methods, serve on institutional committees, and otherwise contribute to the collegial environment of the campus and district. Weekend, evenings, and/or summer teaching is expected.

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

- Provide classroom and lab/shop instruction.
- Ordering, organizing, and maintaining equipment and building for instruction.
- Assist with student recruiting and advising.
- Participate in curriculum development and assessment of student learning activities at the course, program, and institutional levels.
- Serve on college and departmental committees and attend advisory board meetings.
- Work with local industry to meet workforce needs.
- Support student organizations – AWS Student Chapter and Skills-USA.
- Campus Security Authority: This position has been designated as a CSA because it involves significant responsibility for student and campus activities and/or responsibility for campus security. As such, any person in this position must report to the Clery Compliance Officer (CCO) a crime or an incident that might be a crime that he/she becomes aware of.
- 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.)*

- Associate degree in Welding with three years of industry experience required.
- Possess or obtain within three years (prior to receiving tenure) the American Welding Society (AWS) Certified Welding Educator (CWE) credential and the AWS Certified Welding Inspector (CWI) credential.
- Knowledge using classroom technology including learning management software.
- Possess a valid Class C driver's license.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Preferred Qualifications

- Bachelor's degree in the appropriate area.
- Teaching experience with a strong background in welding.
- Competency using Microsoft Office, Excel, and Outlook.
- Previous work experience consistent with the position.

Competencies for Successful Performance

Knowledge of:

- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.
- Shielded metal arc, flux core arc, gas metal arc, and gas tungsten arc on plate and pipe.
- Metallurgy.
- Experience with print reading.

Ability to:

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.
- Collaborate in a team environment.
- Manage time and responsibilities.
- Engage students.
- Commit to the community college mission and technical education.
- Teach a variety of welding/welding-related classes.

Skill in:

- Performing various duties, frequently changing from one task to another.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.
- Effective communication.

Disposition:

- Openness to new learning, new techniques in teaching, and new industry trends.
- Readiness to respond to local industry needs.

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.)*

- Classroom, lab, and Office Setting
- Occasional evening or weekend as scheduled

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.