



## Job Description

Job Title: Full Time Industrial Electrical Instructor

FLSA Status: Exempt

Grade: \$43,000 - \$63,929 DOE

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 Industrial Electrical and/or Electrical Apprenticeship 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 electrical skills and knowledge. Other duties include supporting student success by engaging students in the electrical discipline, support of student activities, and advising students in the electrical and electrical apprenticeship 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. The instructor's schedule is 170 contract days. Evenings required with occasional weekend duties. Summer teaching outside of normal contractual days may be offered.

**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 and SkillsUSA.
- 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 Industrial Electricity with three years of industry experience required.
- Possess a Journeyman Electrical license or Master Electrical License
- 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 Industrial, commercial or residential electrical field.
- Competency using Microsoft Office, Excel, and Outlook.
- Previous work experience consistent with the position.

**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.
- Collaborate in a team environment.
- Manage time and responsibilities.
- Engage students.
- Commit to the community college and technical education mission's.

**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.)*

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