

**Middlesex Community College
Business and Industry Instructor
10 month, non-tenure track (Special Appointment)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

- Open To:** The Public
- Location:** Middlesex Community College
- Hours:** Full Time, 35 hours a week
- Salary:** \$52,577 approximate annual, plus excellent medical insurance, retirement and related fringe benefits
- Closing Date:** Applications must be received by closed of business (4 pm) on July 9, 2015.
- General Requirements:** Two to five years of experience in manufacturing, including a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties. Some familiarity with academic and practical instruction techniques and methodology. Information technology literacy and skills. Effective oral and written communications.
- Preferred Requirements:** Master's degree in a field related to manufacturing. Some familiarity with student testing and evaluation.
- General Responsibilities:** The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position. Other essential duties may be assigned consistent with the general scope of the position:
- Instruction planning and preparation:* The B&I Instructor is accountable for preparing course materials, syllabi and instruction outlines to fit the learning needs of assigned students and for being appropriately prepared for lectures and shop demonstration. This accountability includes such essential tasks as: Analyzing course content and students' learning needs; Preparing syllabi, course outlines and materials according to curriculum and the learning needs of assigned students; and preparing and presenting effective lectures and shop demonstrations.
- Classroom and shop instruction:* The B&I Instructor is accountable for delivering instruction that results in progressive student learning. This accountability includes such essential tasks as: Presenting lectures, demonstrations and audio-visual materials appropriate to the curriculum and the learning needs of assigned students; providing supplemental instruction, coaching and tutoring as needed to assure the learning objectives of the program; assessing student progress through examinations and discussions and modifying instruction as needed to assure optimum student learning. Courses to be taught focus on machine theory, traditional tool room machining (millers, lathes, and grinders) and CNC (computer controlled machinery). The instructor will also teach related courses such as blueprint reading, including Geometric Dimensioning Tolerancing shop math, Computer Aided Drafting, and quality assurance.
- Student records:* The B&I Instructor is accountable for accurate, timely and useful recording and reporting of student performance. This accountability includes such essential tasks as: Measuring and recording student performance; Preparing useful reports for students and College administration; Preparing student performance reports for prospective employers; and providing required student performance information for certification, degree and permanent student records.
- In addition to the accountabilities listed above, the B&I Instructor is required to carry out the essential duties of: Attendance and participation at convocation and commencement ceremonies; service on assigned committees and task forces; and attendance and participation at committee, staff, informational and professional meetings. These may involve attendance at evening or weekend events.
- The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies and maintain complete confidentiality of student records and other information of a confidential nature.
- Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience prepare them for the responsibilities of this position and by providing appropriate references.
- Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
- Application Instructions:** Send letter of intent, Board of Regents application (available at <http://mxcc.edu/jobs/>) resume, copies of transcripts, and the names of three references to:

**Noreen Wilson
Human Resources
MIDDLESEX COMMUNITY COLLEGE
100 Training Hill Road
Middletown, CT 06457
Fax: 860-343-5870
Or email to: MX-HR-Recruitment@mxcc.commnet.edu**

For more information about Middlesex Community College please visit our website, www.mxcc.commnet.edu

MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER, M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu, 860-343-5759; Queen Fordham, Secondary Title IX Coordinator, qfordham@mxcc.edu, 203-608-3011; or Mary Lou Phillips, Secondary Title IX Coordinator, mphillips@mxcc.edu.