



OPEN POSITION NOTICE
Engineering Technology Instructor
(3TE11)
Deadline Extended

VACANCY (POSITION) NUMBER: 3TE11
STATE TITLE: Instructor
STATE SALARY RANGE: Commensurate
BAND: N/A
OPENING DATE: May 30, 2011
DEADLINE: Close of business, **Monday, September 12, 2011**

RESPONSIBLE TO: Department Chair: Computer & Engineering Technology
LOCATION: Aiken Technical College, Aiken, SC
WORK SCHEDULE: Full-time, Monday – Friday
JOB DATE: September 2011

JOB DESCRIPTION:

Under the supervision of the Department Chair, the Engineering Technology Instructor will lead in the implementation and delivery of the Engineering Technology program. This Instructor will implement and teach curriculum materials in the Mechatronics, Electronics, Industrial Automation, and/or the Electromechanical area. This position will help lead the Department in new directions while developing and teaching in one or more areas of the Engineering Technology Program, dependent on qualifications.

DUTIES AND RESPONSIBILITIES:

- Preparing and/or maintaining current course syllabi for each course taught.
- Teaching courses as assigned in accordance with the established syllabi.
- Recommending for approval adequate instructional materials for courses within the assigned area of responsibility. Coordinating and maintaining adequate laboratory facilities/equipment for courses within the assigned area of responsibility.
- Monitoring the development and/or implementation of program activities. Assisting in departmental/program recruitment and placement activities.
- Participating in the development of divisional and departmental strategic plans and participating in the formulation, interpretation, and application of division policies and procedures (through committee assignments, departmental meetings, etc).
- Assisting and making recommendations concerning the hiring and evaluation of temporary adjunct faculty within the program.
- Assisting in registration and academic advisement of assigned students.

MINIMUM REQUIREMENTS:

Master's Degree in Engineering or Engineering Technology or a Master's Degree with 18 graduate semester hours in Engineering or Engineering Technology. Preferred qualifications include professional licensure. An in-depth knowledge and experience in one or more of the following areas is preferred: process or chemical operations/maintenance, nuclear operations/maintenance, automation application or the design or maintenance of production equipment. The ideal candidate should be able to communicate effectively, develop programs and curricula, maintain accredited programs, work independently, and use sound judgment.

APPLICATION INSTRUCTIONS: State of South Carolina Employment Application, cover letter, and copies of college transcripts for all degrees earned should be mailed to Human Resources, Aiken Technical College, P. O. Drawer 696, Aiken, SC 29802. As part of your cover letter, please include your philosophy of education and how it relates to Aiken Technical College's mission, vision, values, goals, and student body. Resumes and letters of recommendation are welcomed. Please do not email or fax applications. Incomplete packets will not be considered. Previously submitted applications will be considered.

Aiken Technical College is an equal opportunity employer committed to having diversity throughout the College. Any requests for reasonable accommodation to apply for this position should be directed to Human Resources by calling 803-593-9954, ext. 1356, or writing to the above address. Requests for accommodations must be made by the above-stated deadline.