

DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION

POSITION TITLE: Welding Technology Faculty
DIVISION: Academic Affairs
DEPARTMENT: Career and Technical
STATUS: Full time, tenure track
REPORTS TO: Dean of Academics

SUMMARY OF WORK:

Dawson Community College invites qualified candidates to apply for a full time, tenure track, faculty position within our Welding Technology program. This full time position is responsible for instructing welding courses that cover a variety of techniques based on industry standards. Instructional faculty have the responsibility of creating an innovative learning environment both inside and outside the classroom to inspire success and excellence in student learning.

This full time faculty is responsible for collaboration within our Welding program for program development and improvement, student recruitment and advising, dual enrollment and articulation. This person demonstrates the academic and professional qualifications and relevant experience required for providing effective leadership for the program and students. The Welding Technology faculty member will operate on a 9 month contract.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College must demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in fulfilling our jobs, to honor the College and college policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Provides instruction for courses at a variety of times and in a variety of delivery modes.
- Teaches a variety of welding courses including, but not limited to: GMAW, SMAW, metal fabrication, aluminum, etc.
- Maintains laboratory equipment in proper working order.
- Maintains a safe, clean and orderly environment conducive for learning. Practice and exemplify industry safety standards.
- Demonstrates a commitment to student engagement, student success, and instructional excellence.
- Maintains access to students through posted office hours and electronic communication.
- Participates in student recruitment and community outreach efforts.
- Advises students year round in course selection(s) and graduation requirements.
- Maintains current knowledge of effective teaching methodologies and utilize a variety of instructional delivery methods, classroom media, and educational resources.
- Reviews program curriculum and develops/adjusts educational courses based upon need and use the Institutional Effectiveness System for appropriate approvals.
- Prepares and utilizes a course syllabus and assessments for each course using guidelines established by the institution and revise program goals/outcomes on an as needed basis.

- Collects and analyzes program data; enrollment, graduation rates, employment, etc. for the purpose of program review.
- Develops and updates articulation agreements.
- Recommends and coordinates provisions for textbooks and course/lab materials.
- Receives semester course evaluations for each course and uses results for course/program improvement.
- Works with high school business instructors to offer concurrent and/or dual credit courses within the DCC service area.
- Creates, manages, and maintains a welding club (i.e. Skills USA), if applicable.
- Provides administrative support for the program including active student advising, recruitment of students, development of class schedules, staffing of adjuncts, and evaluation of instruction.
- Meets regularly with advisory committee for program improvement, potential credential programs, training needs, changes in industry, etc.
- Participates in regular professional development to improve teaching methods, remain current in educational trends, maintain contacts in the field, etc.
- Supervises and facilitates internship experiences, student observations and encourage overall student professional development opportunities.
- Works with Vice President of Academic and Student Affairs or designee to provide input into budget process, assure adequate resources are available and recommend needed equipment and supplies for program.
- Represents the College and Department in the community and during campus events; serve on appropriate committees.
- Demonstrates a positive and professional relationship with students, colleagues, alumni, administration, and the community.
- Ensures congruence of program policies and procedures with those of Dawson Community College.
- Ensures compliance with regulatory bodies including but not limited to Board of Trustees, Board of Regents and Northwest Accreditation.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Vice President of Academic and Student Affairs so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- Performs other related duties for the good of the College as assigned by the Dean of Academic Affairs.

PERFORMANCE STANDARDS

DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Adheres to and maintains strict confidentiality with all fiscal, human and labor relation information.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.

- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment – Assesses annual performance and works closely with the enrollment management team.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

REQUIRED:

- Three years experience in welding or an equivalent number of years of education and work experience in welding.
- Possess and maintain current welding certification for processes taught or the ability to obtain and maintain certification within 6 months of hire date.
- Industry specific knowledge pertaining directly to subjects assigned and taught.

PREFERRED:

- Experience in teaching welding or related classes
- Pipefitting and pipe welding procedure experience in accordance with API-1104 standards.
- Ability to issue AWS certifications

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Statement of Teaching Philosophy
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.

DIRECT INQUIRIES TO:

Human Resources Department

hr@dawson.edu

406-377-9430

This institution is an equal opportunity provider

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Katherine Carrier, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: kcarrier@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____ DATE: _____