

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Welding – Instructor Assistant

DATE: May 2026

DEPARTMENT: Academics

FLSA STATUS: Non-Exempt, Part-Time, Hourly,
9 months

SUPERVISION RECEIVED: Director of Academics

SUPERVISION EXERCISED: Student Employees;
Work Study Students;

POSITION NUMBER: F99999

SALARY RANGE: \$20.00/hour

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

SUMMARY OF WORK: The Welding Instructor Assistant provides technical assistance to students in a classroom or laboratory setting and assists with teaching students according to established policies and procedures, under the supervision of the Welding Instructor. This position offers hands-on experience supporting student learning and skill development in a dynamic welding program.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to belonging, unity, connection, and success while learning.

Professionalism at Dawson Community College involves being mindful of our actions when interacting with students, colleagues, and community members. Respect for those with whom we share the common goal of serving students is a core value and is reflected in all job performance evaluations.

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

JOB CHARACTERISTICS AND AREAS OF ACCOUNTABILITY:

- Maintains an effective and respectful working relationship with students; serves as a positive role model.
- Demonstrates strong critical thinking and problem-solving skills in a technical environment.
- Promotes educational values in all student interactions.
- Maintains the confidentiality of student records in compliance with the Family Educational Rights and Privacy Act (FERPA).
- Complies with all applicable laws and regulations related to higher education.

60% – Student Instruction & Tutoring

- Provides group instruction and one-on-one tutoring to students in the welding lab.
- Communicates and explains both familiar and new welding concepts to students with diverse backgrounds and varying skill levels.
- Adapts instructional approaches to meet individual student needs and learning styles.

35% – Equipment Assistance

- Assists students in the safe and proper use of welding equipment and tools.
- Demonstrates correct equipment operation techniques and safety protocols.
- Monitors student use of equipment to ensure compliance with safety standards.

5% – Lab Maintenance

- Keeps the welding lab clean, organized, and in a safe working condition.
- Reports equipment issues or supply needs to the supervising instructor.

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.

This institution is an equal opportunity provider.

Required Qualifications:

- High school diploma or GED.
- A minimum of one year of work experience as a welder, OR a welding degree or certificate from an accredited program.
- High level of professionalism and confidentiality.
- Ability to communicate technical concepts clearly to students with varying levels of welding experience.
- Sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Commitment to student success and a positive learning environment.
- Must be able to take initiative and work independently as well as part of a team.
- Valid Montana driver's license.

Preferred Qualifications:

- Previous experience as a teacher, tutor, or lab assistant in an educational setting.
- Familiarity with OSHA welding safety standards and practices.
- Experience working with diverse student populations in a post-secondary environment.

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of all college transcripts
- Three professional references (names, addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

**Human Resources Department hr@dawson.edu
406-377-9430**

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 as well as information to conduct a background check.

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.

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 these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator.

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