

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Welding – Instructor

DATE: May 2026

SUPERVISION RECEIVED: Director of Academics

DEPARTMENT: Academics

FLSA STATUS: Full-Time, Tenure-Track 9 months

SUPERVISION EXERCISED: Student Employees;
Work Study Students

POSITION NUMBER: F99999

SALARY RANGE: \$38,571 - \$78,748

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

Dawson Community College is unable to sponsor candidates for citizenship, permanent residency, or any immigration status at this time.

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.

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:

- Provides instruction for courses at a variety of times and in a variety of delivery modes. This position may be evening classes only.
- 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.
- 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 Dean of Academics 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.

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.
- 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
- 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.
- 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
- 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