POSITION TITLE: FACULTY– Civil Engineering Technology
DIVISION: Academic Affairs
DEPARTMENT: Career and Technical
STATUS: Full time, tenure track faculty
REPORTS TO: Vice President of Academic and Student Affairs or Designee

SUMMARY OF WORK:
Dawson Community College invites qualified candidates to apply for the full time, tenure track faculty position within in our Career and Technical Department effective January 2020. DCC is looking for an individual to take on a leadership role in designing, building and implementing a Civil Engineering Technology program. This position will also teach up to three classes in the Spring 2020 semester. Instructional faculty have the important 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 and organization for program development and improvement, student recruitment and retention, dual enrollment and articulation. In addition, this position is responsible for building industry relationships and job placement as well as identifying adjuncts to teach workforce and transfer courses. This person demonstrates the 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, professionalism, and caring regard. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College and university 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.

DUTIES AND RESPONSIBILITIES:

• Provide leadership to develop program, including program and course outcomes and curriculum, equipment and supplies, budgeting and innovation to enhance the diversity of STEM education.
• Meet regularly with advisory committee for program and course improvement, training needs, changes in industry, etc.
• Responsible for the ongoing development of the program to meet the needs of students.
• Provide administrative support for the program including recruitment of students, development of class schedules at a variety of times, staffing of adjuncts, and evaluation of instruction.
• Advise students in course selection(s) and graduation requirements.
• Responsible for working with students to identify places of employment and career identification.
• Demonstrate a commitment to student engagement, student success, and instructional excellence.
• Maintain access to students through posted office hours and electronic communication.
• Maintain current knowledge and participate in professional development for effective teaching methodologies including the use of technology and utilize a variety of instructional delivery methods, classroom media, and educational resources.
• Review program curriculum and develop/adjust educational courses based upon need and use the Institutional Effectiveness System for appropriate approvals.
• Prepares and utilizes course syllabi and assessments for each course using guidelines established by the institution and revise program goals/outcomes on an as needed basis.
• Collect and analyze program data; enrollment, graduation rates, employment, etc. for the purpose of program review.
• Recommend, coordinate and maintain provisions for textbooks and course/lab materials.
• Maintain a safe, clean and orderly environment conducive for learning. Practice and exemplify industry safety standards.
• Supervise and facilitate internship experiences, student observations and encourage overall student professional development opportunities.
• Work with high school to offer concurrent and/or dual enrollment courses, supervision and guidance.
• Work 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.
• Represent the College and Department in the community and during campus events, and serve on appropriate committees.
• Demonstrate a positive and professional relationship with students, colleagues, alumni, administration, community, and external partners.
• Ensure congruence of program policies and procedures with those of Dawson Community College.
• Ensure compliance with regulatory bodies including but not limited to Board of Trustees, Board of Regents and Northwest Commission on Colleges and Universities.
• Perform other related duties as the Vice President of Academic and Student Affairs or designee may assign for the good of the College.

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

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.
• Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
• 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.

Required:
• Three years’ experience in civil engineering field or an equivalent number of years of education and work experience in civil engineering.
• Industry specific knowledge pertaining directly to subjects assigned and taught.
• Demonstrated effective communication skills and demonstrated ability to build strong relationships with local high schools, industry, and community organizations.
• Demonstrated ability to work independently, while also communicating with internal and external partners.

Preferred:
• Master’s Degree in Engineering or related discipline.
• Teaching experience (either at the college or secondary level).
• Professional licensure.

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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.

Dawson Community College is an equal opportunity provider.

COMPLETED APPLICATION PACKET MUST INCLUDE:
• Completed Dawson Community College application
• Current resume
• Cover Letter
Copies of college transcripts (original transcripts required, if hired)
Three professional references (names, email addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:
Human Resources Department
hr@dawson.edu
406-377-9412

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