**WELDING AND JOINING TECHNOLOGY**

**INSTRUCTOR/RECRUITER FULL TIME**

**Grant Funded Position**

**MULTIPLE LOCATIONS**

**MINIMUM QUALIFICATIONS:**

Must possess and maintain a welding certification and/or a welding professional credential. In addition, must have (3) three years of welding/joining work experience.

**PREFERRED QUALIFICATIONS:**

Associate’s degree in Welding and Joining Technology or a related field from an accredited technical or community college or university. In addition, must have five (5) years of work experience as a welder/joiner. Work experience should include the competencies, skills and knowledge level needed to provide technical instruction. Must possess and maintain the appropriate professional credentials for the positions. Basic computer skills required. Good interpersonal, organizational, and leadership skills.

**RESPONSIBILITIES**:

In this role, you will be responsible for both teaching and recruiting prospective students for our academic program. You will play a critical role in identifying and attracting students to the welding program, while also contributing to the delivery of high-quality academic instruction. Under general supervision, instructs and supervises students in Welding and Joining Technology. Develops program and course outlines, goals, and objectives; prepares lesson plans for classroom instruction for credited technical/occupational courses; evaluates students’ progress in attaining goals and objectives; requests and maintains supplies and equipment and prepares required budget requests; maintains program certification requirements as appropriate. Prepares and maintains all required documentation and administrative reports; ensures safety and security requirements are met in the training area; meets with students, staff members, and other educators to discuss students’ instructional programs and other issues impacting the progress of the students; assists with recruitment, retention, and job placement efforts. Plans and implements welding student recruitment activities. Advises students on academic requirements and selection of courses. Assists students in developing and personalizing an education plan. Monitors welding students’ registration activities and recommends solutions to academic difficulties. Coordinates communications to the welding students regarding advisement, academic calendar, and other related issues. Work closely with the academic program coordinator and dean to develop and execute a comprehensive recruitment and admissions strategy that aligns with program goals and objectives. Plan and organize recruitment events, including open houses, information sessions, and campus tours, to attract prospective students to the program. Develop and maintain relationships with local and regional high schools, community colleges, industry partners, and other educational institutions to promote the program and increase awareness of its benefits. Advise prospective students on admission requirements, program options, and career opportunities. Maintain accurate and complete records of enrollment statistics for the program. Coordinate and participate in student orientation activities to ensure a smooth transition for new students into the program

**COMPETENCIES**:

Knowledge of pedagogical practice and theory; knowledge of the mission of postsecondary vocational/technical education; knowledge of academic course standards; knowledge of the college’s academic programs; skill to work cooperatively with students, faculty, and staff; skill in the preparation and delivery of classroom content; skill to make timely decisions; skill in the operation of computers and job related software programs; decision making and problem solving skills; skill in interpersonal relations and in dealing with the public; organizational and leadership skills; oral and written communication skills.

**SALARY:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

This position is fully funded by a grant, and as such, the position may not continue beyond the grant period. Some evening teaching and recruiting may be required. In this role, you will be responsible for both teaching, program recruitment, and ensuring that all grant requirements are met.

Only those who are interviewed will be notified of the status of the position. Candidates must successfully complete a criminal background investigation and motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.