

AANIIH NAKODA COLLEGE
Project Welding Technology Instructor

The Welding Technology Instructor shall provide general leadership and oversight of the college's Welding Technology Training program to meet contemporary workforce needs as guided by the American Welding Society (AWS), categorical grant resources, and accepted "hands-on" training practices. The Instructor may supervise students in approved classroom activities and for approved campus-based and off-campus projects. This position is supervised by the Dean of Academic Affairs.

Summary of duties and skills:

1. Recruits, instructs, advises, and evaluates trainees based upon the welding technology program that includes but is not limited to oxyacetylene welding, cutting and brazing; gas tungsten arc welding; gas metal arc welding; flux cored arc welding; plasma cutting; shielding metal arc welding; welding blueprints; welding symbols; non-destructive testing; and safety/health as related to the welding field. The certificate plans, training schedules, and training curricula will be approved by the Curriculum Committee and the Dean of Academic Affairs;
2. Assists with student orientation, registration, advising, training assessment, withdrawals, graduation and placement of trainees;
3. Monitors and reports student attendance and academic progress daily, at mid-terms, and at the conclusion of each training session;
4. Oversees the welding workshop facilities and recommends improvements. Ensures protection of all welding equipment and supplies in the shop area;
5. Ensures the welding equipment and lab areas are clutter-free and clean for safety of trainees, all staff and visitors;
6. Establishes and ensures compliance with all shop safety policies and procedures by staff and students;
7. Refers trainees to appropriate academic support and student services;
8. Establishes productive relationships with industry sources, businesses, unions, and other external agencies to promote excellence in training and appropriate job placement;
9. Develops and submits reports as may be required by the college and its funding sources;
10. Reviews and makes recommendations to the Dean of Academic Affairs regarding program needs, budgets, informational changes to trainee recruiting information, departmental policies and procedures, and acquisition of instructional materials and supplies;
11. Perform other duties as assigned.

Working Conditions:

The instructor will be in general classrooms and welding lab/workshop environments. Normal working hours are from 8:00 a.m. – 5:00 p.m. with one hour lunch break. Welding program may be taught in a block format which would significantly affect the program instruction hours. For flexible training schedules, arrangements will be made with the Dean of Academic Affairs.

ANC instructors must be sensitive to the cultures of the students enrolled at the college, must be willing to learn about those cultures, and must be willing to integrate multi-cultural perspectives where appropriate.

Job Requirements:

Qualifications:

- a) Associate degree or Bachelor's degree **preferred** in welding from an accredited institution and a minimum of six (6) years of welding-related work experience, or a high school diploma from an accredited secondary institution with completion of an approved U.S. Department of Labor apprenticeship plus fifteen (15) years welding-related work experience.
- b) Applicant must be knowledgeable, productive and efficient in all functions that are core competencies to the welding areas as described.
- c) Must be able to layout, fit, assemble metal components to fabricate structural forms using knowledge of welding techniques, metallurgy, and engineering requirements..
- d) Must possess a thorough understanding of the equipment, settings, electricity flow, gas flow, etc. of the welding equipment used in the various welding processes.
- e) Must have good computer software skills and will be expected to become familiar with the college's integrated data management system.
- f) Must possess a valid Driver's License.
- g) Must possess excellent organizing skills, be self-motivated, possess an above-average work ethic, be able to work independently, and demonstrate excellent communications and written skills.
- h) Prior experience as shop foreman, site project director and/or welding trainer is desirable.

Preference will be given to American Indian applicants in accordance with the Aaniiih Nakoda College Personnel Policies and Procedures and the Federal Indian regulations. If selected for the position, the applicant is subject to a complete background investigation with favorable determination. Persons of Indian ancestry who wish to claim Indian Preference should submit documentation supporting their heritage.

Aaniiih Nakoda College does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

For more information call 406-353-2607 ext. 222 or email, mbrockie@ancollege.edu

How to apply:

Submit **1)** Letter of Application; **2)** Current Resume; **3)** Unofficial College Transcripts (if hired official transcripts will be required); **4)** three current letters of recommendations. Please have letters for recommendation correlate with the job you are applying for. Please send complete application to Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. **Open until filled.** Incomplete applications will NOT be considered.

Revised September 18, 2018/mb