



Automation and Controls Instructor Petroleum & Related Programs

Salary: Commensurate with Experience

Status: Full-time 9 month contract

Reports to: Department Chair/ Regional Director for CTE & Training

Summary

The Automation and Controls Instructor in the Petroleum Technology program is first and foremost a teaching position. In addition to direct instruction, this individual must be willing and able to develop and deliver curriculum and training, supervise adjunct faculty and trainers, and serve as the content specialist and leader in all aspects of the program relating to automated systems, instrumentation, process controls, and related programs. The ideal candidate is committed to the growth of these programs and associated training, so they become a program destination and training hub for the oil/gas and supporting industry.

Responsibilities

- Lead and administer all aspects of automation, instrumentation, and/or process control systems curricular offerings including program development, implementation, evaluation, and modification of all related programs; secure program approval at the college and state level; and ensure curricular compliance with institutional, state, and federal guidelines.
- Develop and deliver effective, contemporary, professional, and responsive programs to meet area economic and workforce needs, including credit bearing programs, workforce training, and apprenticeship programs.
- Promote program growth by implementing strategies which maximize student recruitment and retention.
- Develop recommended budget for areas of responsibility and monitor allocation of resources.
- Participate in resource development and grant writing.
- Recruit, select, orient, supervise, evaluate, and develop adjunct faculty and trainers consistent with college needs, policies, procedures, and negotiated agreements.
- Provide leadership to ensure the use of various effective and best-practice instructional delivery systems and methodologies, including distance education, in an environment conducive to quality teaching and learning.

- Work with college faculty, the regional TrainND center, and advisory groups to analyze, coordinate, and recommend class schedules and faculty assignments for program responsibility areas.
- Coordinate marketing of programs through preparation of materials for the college catalog, schedule of classes, brochures, radio ads & shows, and press releases to promote CTE programs.
- Plan, coordinate and conduct appropriate meetings for area of responsibility.
- Coordinate activities, facilities, and personnel to enhance program effectiveness.
- Serve as an effective member to appointed councils or committees.
- Serve on committees, both internally and externally, and represent the CTE initiative to off-campus community groups, business and industry, agencies, or individuals as assigned.
- Establish curriculum with emphasis on student-learning outcomes, teach 100 and 200 level, and commit to teaching strategies and methods which enhance student success.
- Mentor and advise students.
- Engage in professional development activities.
- Represent WSC at local, regional, and national conferences.
- Hold regular office hours.
- Maintain current knowledge of issues and concerns within the profession.
- Participate in program review, revision, and on-going accreditation activities.
- Perform other duties as assigned by the Department Chair, Regional Director for CTE & Training, and/or the Vice President for Academic Affairs.

Minimum Qualifications

- Bachelor's degree in automated controls, instrumentation, process controls, or related field and/or another closely related field (or) equivalent work/life experience in a related field.
- Teaching experience at the college or university level or as an industry trainer is preferred.
- Demonstrate innovative approaches to teaching and the ability to use technology effectively in the classroom.
- Knowledge of and ability to appraise the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students.
- Sensitivity to the needs, problems, and challenges associated with the diversity of the community college student population.
- Effective oral and written communication skills and the ability to work cooperatively with others.