| Date | Position # | Position Title | reports to: |
| --- | --- | --- | --- |
| 6/4/2024 | FF9779 | FT Assistant Professor – Electrical Technology | FA9680 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Technical Careers | Trades Technology | Pay based on FT Faculty Schedule | 25-1000 | 1 - 9 Month Faculty = 173 Day |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  MAHE | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  \_\_\_\_ Hrs/Week | **Pooled Position:** | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| *Lansing Community College’s Technical Careers Division provides over 30 innovative program areas. Our collaborative and flexible team environment works with the local, regional, and national community for the success of every student. We believe in each other and find joy in our work, never stop learning or growing and we are guided by strong character, ethics, and integrity.* ***We make a difference****. Our dedication to diversity, inclusion, and universal access underscores our commitment to fostering an inclusive educational culture. If you seek an opportunity to work with a great team of faculty and staff committed to student success in a professionally driven environment, then consider the following opportunity.*  We are seeking an experienced and enthusiastic instructor for the Electrical Technology programs to join our dedicated team. The ideal candidate will have an exceptional background in this field, possess excellent teaching skills, and be eager to inspire and mentor students. They will develop and deliver engaging and informative course content in Electrical Technology, create lesson plans, instructional materials, and assessments that meet program and industry standards. Provide hands-on training and practical demonstrations to enhance student learning. Foster a positive and inclusive classroom environment that encourages active participation and critical thinking. Assess student progress, provide constructive feedback, and assist with academic and career advising. Stay up-to-date with industry trends, technologies, and best practices to continually improve curriculum and teaching methods. Support and contribute to diversity and student success initiatives.  The successful applicant will be responsible for the instruction of Electrical Technology courses in a majority of the following areas:   * DC theory * AC theory (single phase and three-phase) * Industrial solid state theory * Residential and Commercial Electrical Prints * Magnetic Induction & Power Generation * Conductance in liquids and gases * Battery storage cell chemistry and charging cycle * Troubleshooting of moderately complex control circuits * Motor controls including Variable Frequency Drives * Programmable Controllers * National Electrical Code® * Electrical Wiring * Low-voltage wiring including networking   This position requires on-campus instruction. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 15 | 1 | **Planning** – Ensures implementation of established curriculum and provides exceptional support for students in their pursuit of established expectations, developing plans that promote the development of higher-order thinking skills in the instructional process. |
| 40 | 2 | **Instruction** – Provides instruction and assesses learning utilizing varied instructional modes, supports student success by maintaining regular office hours, and mentors and advises students. |
| 10 | 3 | **Professional Growth** – Maintains knowledge of current developments in subject area and incorporates new knowledge into instruction. |
| 10 | 4 | **Curriculum** – Participates in curriculum development and planning and advises students on curriculum, academic programs, employment, career goals and other appropriate matters. |
| 10 | 5 | **Teaching Effectiveness** – Understands and successfully adapts teaching to various learning styles/current technologies present in the classroom**.** |
| 5 | 6 | **Faculty Professional Development** – Demonstrates a continuing engagement with the learning and scholarship of their area of specialization, striving to be on the cutting edge of professional content knowledge and methodology. |
| 5 | 7 | **Support of College Initiatives** – Is fully committed to the mission and values of Lansing Community College and actively participates in College initiatives. |
| 3 | 8 | **General Responsibilities** – Responds to requests of academic area and/or program leaders, department heads, committee chairs, records office, etc. in a timely and thorough manner, consistently meeting instructional schedules and other assignments and commitments in support of the college. Attend bi-weekly full-time faculty meetings. |
| 2 | 9 | **Other Duties as Assigned** |
|  | 10 | Type here |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
| --- |
| Must possess excellent organizational skills, technology skills, be detail and team-oriented, and have excellent communication skills. Must have good listening skills and the ability to understand the needs of others, be flexible, and maintain a high work ethic and integrity. Must be able to develop and deliver the Electrical Technology curriculum utilizing best practices and web technologies to deliver instruction, develop authentic learning projects, as well as develop and maintain professional contacts and partnerships with those in the industry. Ability to work effectively with a diverse population of students and colleagues. |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
| --- |
| **Required**  Bachelor's Degree in a related field and 2 years minimum experience in the field; OR Associate’s Degree in a related field and 5 years minimum experience in the field; OR Journey or Master's license (completion of an apprenticeship) and 5 years minimum experience in the field; OR Certificate in a related field and 6 years minimum experience in the field; OR HS diploma/GED and 7 years minimum experience in the field.  **Preferred**   * 5 years’ experience as a licensed electrician. * 5 years’ working in the machine control field. * 5 years’ of experience implementing or maintaining programmable controls. * State of Michigan Mechanical Contractor’s License * EPA Section 608 Certification with Type 1 and 2 endorsements |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Tamara McDiarmid **Supervisor’s Signature:** \_\_\_Tamara McDiarmid\_\_\_\_ **Date:** \_6/27/2024\_\_

**Dean/ELT’s Name:** Shon’ta Dwyer **Dean/ELT’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_6/27/2024\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_ **Date:** \_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FF9779 **Date:** **6/4/2024 Supervisor’s Position #:** FA9680

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Click or tap here to enter text.

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises