

JOB TITLE: Coordinator, Welding

FLSA: Exempt

DEPARTMENT: Career Technical Education

LEVEL: Faculty

LOCATION: Main Campus

DATE: 05/09/2019

REPORTS TO: Career and Technical Education, Dean,
Vice President, Academic Affairs, Instruction

POSITION SUMMARY: The Program Coordinator position is an assignment made to a faculty member teaching in the Welding program. The position has responsibility for the day-to-day oversight of the program operations. The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. *The faculty member with this assignment also works under the faculty job description.*

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

- A minimum of 2 years supervisory experience

ESSENTIAL TASKS: *Employee must be able to perform the following functions*

A. Instruction

- Coordinate the overall Welding program activities.
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the program and its relationship to the local sending schools.
- Communicate as needed with pertinent students, faculty, and staff on campus.
- Ability to communicate and work collaboratively with faculty, local sending schools, and business and industry partners.
- Collaborate with potential employers to develop on going competency needs for graduates
- Evaluate student performance; meet regularly and confer with students regarding their progress in the program.
- Provides oversight and management of the Welding equipment including software upgrades
- Coordinate and oversee equipment purchases
- Assist the Dean in conducting periodic program review and maintaining appropriate assessment records.
- Review assessment activities as required.

B. Service to the College

- Mentor new faculty, as required and provide feedback to faculty through the program evaluation process.
- Assist the division chair/Dean with hiring, orienting, mentoring, oversight and evaluations of adjunct faculty
- Perform as a resource for all Welding faculty.
- Mentor faculty in use and development of Welding equipment.
- Assist the division chair/Dean with coordination of a schedule of course offerings and faculty assignments to meet the needs of the students.
- Oversee and participate in local events related to student recruitment and any other activities related to the Precision Machine program and community outreach.
- Participate in planning activities with the appropriate administrative offices as well as the advisory committee. Regularly meet with the advisory committee.
- Participate in instructional institutional planning and budget processes; attend Welding program meetings and divisional meetings as scheduled.
- Provide local oversight of equipment needs and maintenance; maintain appropriate records related to budget, equipment maintenance and facilities.
- Assisting Center for Workforce Development with technical support.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential tasks using safe work methods and following safety regulations relating to the job or within reasonable accommodations.*

Environment: Work is performed primarily in a classroom or lab setting with some interruptions and distractions; the employee may be required to work or meet in the evenings and/or on weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom or lab setting; to stand or sit for prolonged periods of time up to five consecutive hours; and to lift, carry, push, and/or pull up to 50 lbs.

POSITIONS SUPERVISED: none.

Signatures

I have read and reviewed the above job description with my immediate supervisor.

Employee Signature

Supervisor Signature

DISCLAIMER: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*