



Mississippi Gulf Coast Community College

Notice of Vacancy

Location of Position: Jackson County Campus, Gautier, Mississippi

Position Available: DESIGN DRAFTING TECHNOLOGY INSTRUCTOR	Classification: <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Hourly
Date Position Available: January 1, 2010	Salary Scale: Salary based on experience and education

Qualifications & Experience:

MANDATORY: (M1) Associate's degree in Drafting and Design Technology. (M2) Two years' work experience in drafting and design field. (M3) Written and interpersonal communication skills. (M4) Experience teaching Drafting and Design. (M5) Experience with AutoCAD/Autodesk software in a work environment.

DESIRABLE: (D1) Bachelor's degree in Drafting and Design Technology or related field from a regionally accredited institution of higher learning. (D2) Familiarity with basic Internet, Email and Word Processing functions. (D3) Community college and/or college-level teaching experience in Drafting and Design Technology. (D4) Multi-media instructional delivery experience. (D5) Work related experience in civil/construction environments.

The College:

The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Applied Technology and Development Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.

State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.

Application Information & Deadline

For additional information on the position, contact:

Brock Clark
Assistant Dean Career/Technical Education
MGCCC Jackson County Campus
2300 Hwy 90
Gautier, MS 39553
(228)497-7634
E-mail: brock.clark@mgccc.edu

Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:

October 29, 2009

Mail all documents to: **Human Resources Office**
P.O. Box 609
Perkinston, MS 39573
E-mail: human.resources@mgccc.edu

Job Listing Web Address: www.mgccc.edu



JOB DESCRIPTION

DRAFTING AND DESIGN TECHNOLOGY INSTRUCTOR

General Statement of Function: Responsible for the teaching of assigned courses at assigned times and sites as well as the other duties and responsibilities inherent in this position. Reports to the Chairperson of the Technical Department at the Jackson County Campus

DUTIES AND RESPONSIBILITIES:

1. Teach scheduled courses in the curriculum in the day, the afternoon, the evening, holidays, and/or weekends.
2. Work to improve the methods, content, and value of each course taught.
3. Provide students with course objectives and course outlines that have been approved.
4. Perform extra-curricular and co-curricular duties as assigned.
5. Attend all departmental and general faculty meetings.
6. Establish, post, and maintain office hours as directed by college policy. (Complete necessary paperwork on or before deadlines.)
7. Work with Department Chairperson and Administration in the continued evaluation and improvement of the curriculum.
8. Maintain a familiarity with available Learning Resources services and make recommendations for LRC improvements via the chairperson.
9. Participate in the Student Advisory system by developing a familiarity with requirements in Drafting and Design Technology curriculum.
10. Counsel with students and refer to appropriate counselors as necessary.
11. Work to maintain proper public relations with the community.
12. Participate in staff development activities as required.
13. Perform other duties as requested by the Department Chairperson and Administration.