



POSITION ANNOUNCEMENT
(Anticipated-Opening)
Steel Technology Instructor
Division for Allied Technologies

Position Description:

The Steel Technology Instructor is responsible to the Director of the ANC Technical Center, the Dean for Customized Training, and ultimately to the Associate Vice President for Allied Technologies. The duties of this position will be performed in support of the vision and mission of the ANC Secondary Center, The Solutions Group, and Arkansas Northeastern College.

The successful candidate will provide instruction in Steel Industry Technology and related topics to secondary students enrolled in the ANC Steel Tech Academy, post-secondary students, and customized training for business and industry. Other responsibilities include assessment and evaluation of teaching and learning, curriculum design/implementation, program planning, and involvement in student recruitment and retention-related activities.

This position will be a twelve-month appointment and will operate in a traditional and nontraditional mode. A forty-hour workweek will be the minimum number of hours required for this position. This is an innovative position that serves as the industrial liaison in coordination with the Internship Coordinator.

Qualifications:

The candidate must possess a minimum of three years of steel industry or closely related industrial experience. A Bachelor degree and certifications in areas such as industrial safety management, metallurgy, engineering, electrical or related field is required. Possession of a Master's degree in workforce training or related field is a plus. Applicants should possess and demonstrate knowledge of various industrial processes, such as; metallurgy, mechanical drives, robotics, electricity, pneumatics, hydraulics, and mechanical systems. Candidate must demonstrate the ability to communicate effectively, both orally and in writing, and the ability to utilize technology. The ideal candidate should be persuasive, results-oriented, and able to work independently and as part of a team. Must be able to formulate and write plans for instruction and maintain organized student records. The successful candidate must have excellent organizational skills and a high level of energy.

Job Description:

1. Assists in maintaining certificate and degree programs for industrial technology, advanced manufacturing, and steel industry technology
 - a. Provides input and/or develops curriculum
 - b. Instructs on traditional credit classes
 - c. Engages in day-to-day delivery of custom-designed training projects in the ANC service region

2. Coordinates client-initiated, custom-designed courses to industry in the industrial training discipline.
 - a. Provides instruction as contracted in the custom-designed training projects in areas of industrial soft skill training.
 - b. Develops as-needed, custom-designed materials in workplace skills to meet clients' needs
3. Performs administrative duties
 - a. Participates in ANC activities as required
 - b. Submits status reports on all training activities
4. Instructs assigned Secondary Technical Center and Allied Technologies post-secondary courses.
 - a. Incorporates engaging, hands-on activities into curriculum.
 - b. Teaches to all student abilities to help each student realize full potential.
 - c. Teaches professionalism and other "soft skills."
 - d. Incorporates work-based learning experiences into classroom (guest speakers, industry tours, etc.).
5. Maintains confidential student records.
 - a. Uses online grading system to maintain up-to-date students' grades.
 - b. Ensures students can access grades.
 - c. Keeps record of student evaluations and disciplinary issues and reports to the appropriate supervisor.
 - d. Communicates with parents to foster student success
6. Coordinates with ANC Internship Coordinator and assist in recruitment activities.
7. Must obtain a secondary teaching certificate or technical permit

Salary:

Salary commensurate with education and experience as defined on the Placement Schedule. A generous fringe benefits package is included.

Application Deadline:

Review of applications will begin immediately and will continue until the position is filled. Interviews may occur throughout the application period.

Application Procedures:

To apply, send completed ANC application, letter of interest, resume, references, and transcripts for all post-secondary work and certification materials to:

**Office of Human Resources
Arkansas Northeastern College
P.O. Box 1109
Blytheville, AR 72316-1109**

or

[email thampton@smail.anc.edu](mailto:thampton@smail.anc.edu)

For more information, call (870) 762-3121.

DATE OF ANNOUNCEMENT:

October 31, 2022