**Advertisement**

**Marine Propulsion Instructor** needed at Carteret Community College**. Minimum qualifications**: Industry Certifications with minimum of two (2) engine manufacturer’s certifications issued within past five (5) years; a minimum of five (5) years of experience in the marine field as a marine service technician. **Preferred:** Degree in discipline or related discipline; teaching or training experience; experience as service manager of a marine service facility; industry certifications in marine diesel engines, inboard systems, and inboard/outboard systems. Permanent full-time 10 month position with salary range: $39,080.00 to $40,800.00. Apply online at[www.carteret.edu](http://www.carteret.edu). Transcripts must be submitted for employment consideration. Review of applications will begin on July 9, 2015. **Open Until Filled**. **Position Start Date is August 1, 2015.** **Contingent Upon Budget Approval**

| **Marine Propulsion Instructor** | |
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| **Statement of Primary Purpose** | |
| An **instructor** will conduct college courses for undergraduate students by performing the following duties. | |
| **Essential Functions and Responsibilities** | |
| **Teaching and Learning:**   * Assume responsibility for teaching assignments as recommended by the program chairperson and approved by the division dean. * Facilitate the learning process by designing and implementing instructional activities that are appropriate and meaningful. * Adhere to the departmental course guidelines and ensure that content covers SACS-approved competencies. * Order supplies and materials for labs supervised and prepare lab activities and assignments as needed. * Fulfill the duties of clinical or lab instructor in supervision of students as applicable. * Assume responsibility for maintaining all required college records including attendance and grade reports, roll books, etc. * Compile bibliographies of specialized materials for outside reading assignments where applicable. * Evaluate student performance using methods appropriate to the course.   **Curriculum Development:**   * Maintain, review, and update course descriptions, objectives, and outlines for courses of instruction and develop new courses of study as necessary. * Make recommendations to curriculum area coordinator for selection of supplies, equipment, equipment repairs, textbooks for courses of study, and the scheduling of classroom and laboratory facilities. * Participate in departmental activities relative to revising and updating the program(s) in the area of expertise. * Assist with the development of new programs in the area of expertise.   **Advising:**   * Provide assistance to advisees. * Participate in department, division and college-wide advising activities. * Learn and maintain proficiency with program requirements of assigned advisees. * Use the computer and the college’s student information system to assist advisees. * Follow up on all assigned advisees. * Attend training sessions relative to advising.   **Professional Development:**   * Develop a professional development plan that is approved by the program chairperson and then the division dean and participate in those activities that achieve approved professional development activities. * Maintain current licensure, certification, or other professional credentials required for position. * Keep abreast of current technology. * Attend workshops, conferences, and professional meetings. * Participate in on-campus professional development activities.   **Institutional Service:**   * Adhere to all institutional policies and procedures. * Attend all required department, division, and college-wide meetings. * Serve on committees as required. * Participate in college-wide activities.   **Community Services:**   * Maintain contact with specialized vocations where applicable. * Be alert to public relations opportunities and use these to promote the college and the department. * Assist in planning and conducting advisory committee meetings.   **Corporate & Community Education**  Teach workshops, seminars, and training courses through Corporate and Community Education  **High School Partnerships**  Will establish partnerships and linkages with public high schools and Adult High School and teach courses as designated | |
| **Minimum Qualifications** | |
| **Education** | Industry Certifications with minimum of two (2) engine manufacturer’s certifications issued within past five (5) years; a minimum of five (5) years of experience in the marine field as a marine service technician. **Preferred:** Degree in discipline or related discipline; teaching or training experience; experience as service manager of a marine service facility; industry certifications in marine diesel engines, inboard systems, and inboard/outboard systems. |
| **Knowledge and Skills** | Teaching and administrative experience leading to this level of responsibility. Demonstration of skills in the areas of: communication, organization, and managing multiple priorities; ability to establish and maintain effective working relationships with students, faculty, staff, community groups, and others; and demonstrated ability to work within a collaborative team environment. |
| **Physical Demands** | Able to lift 50 pounds and able to use appropriate lift equipment to handle additional heavy loads. Must be able to push engines on roller stands of at least 450 lbs. |
| **Licensing Requirement** | Non Required |
| **Working Conditions and Environment** (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.) | |
| Ability to accommodate a flexible working schedule. Limited travel both within service area and outside service area for education and program advancement. Must have a valid NC driver’s license. Must be able to work around and use petroleum products. | |
| **Equipment Operation** | |
| Must be able to drive the facilities pickup trucks and vans. Must be certified and able to drive the facilities fork lifts. Must be able to load engines in appropriate test tanks. | |
| This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary. | |

**Affirmative Action Statement**

Carteret Community College shall offer equal opportunity to its employees, applicants for employment, and students without regard to handicap, race, color, religion, national origin, political affiliation, sex or age (except where age or sex is a bonafide occupational qualification). Applicants will be judged solely on the basis of meeting the requirements of the position