



**CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE  
JOB ANNOUNCEMENT**

**Welding Instructor Assistant - Part Time (Ferriday Campus)**

CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Many, Natchitoches) in central Louisiana and has seven sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Oakdale Site in Oakdale; 7) the Ferriday Site in Ferriday, 8) Sabine Valley in Many, and 9) Natchitoches in Natchitoches. Additionally, CLTCC provides instruction in one state prison and two federal correctional institutions.

**SUMMARY:**

Reports to CLTCC's Campus Dean, but follows daily instruction of Ferriday Campus Welding Instructor. This employee moves workpieces, tools, and supplies, manually or by handtruck. Lifts, moves and holds, or clamps workpieces to table, into jigs, or into position as directed, manually or by using hoist, pry bars, wrenches, hammer, and wedges to assist students and Welding Instructor. This position works up to 28 hours per week.

**Duties and Responsibilities:**

- Assists in the supervision and monitoring of environment and student safety in the welding program area.
- Cleans workpieces to remove impurities, such as slag, rust, and grease, using wire brush, portable grinder, hand scraper, or chemical solutions.
- Cleans daily Ferriday Campus Welding Shop.
- Connects hoses from hand torch to oxygen and fuel gas cylinders or connects cables from power source to electrode holder and workpiece or fixture.
- Starts gasoline engine to activate electric generators if needed.
- Removes, tags or marks, and moves finished work in conjunction with Welding Instructor.
- Performs other related duties as assigned.

**Required Knowledge Louisiana 2020 Plan:**

- DOUBLE Graduates to 40,000 Annually
- DOUBLE the Annual Earnings of Our Graduates to \$1.5 Billion
- QUADRUPLE Students transfers to Four-Year Universities to 10,000 Annually
- DOUBLE the Number of Students Served to 325,000 Annually
- QUADRUPLE Partnerships with Business and Industry to 1,000 Annually
- DOUBLE Foundation assets to \$50 Million.

## **PHYSICAL DEMANDS:**

- Stand-continuously
- Walk-occasionally
- Sit-rarely, very seldom may sit the entire shift
- Lift to/from floor-up to 50 lbs. occasionally (components), up to 25 lbs. frequent (components)
  - Lift overhead-up to 20 lbs. rarely (components), 10 lbs. occasionally (components)
- Lift waist level-up to 50 lbs. occasionally (components), 25 lbs. frequent (components)
- Two hand carry-up to 30 lbs. for 5 feet, occasionally (components), heavier items are moved with a hoist • One hand carry-2 lbs. for 5 feet occasionally (gun)
- Push/pull-up to 53 lbs. force (total 105 lbs. force) with 2 employees to initiate movement of large Aframe carts with 2 employees, rarely, 50 lbs. force (total 92 lbs. force) with 2 employees to initiate movement of large cart rarely, up to 38 lbs. force (total 75 lbs. force) with 2 employees to initiate movement of loaded carts occasionally, may move the carts into ovens a distance of 30 feet.
- Elevated work (reaching)-frequently (to work on main frames)
- Twist-rarely (to reach areas on frames)
- Bend-frequently (to reach areas on frames during welding, grinding, working on components on sawhorses or tables)
  - Squat-occasionally (working around frames)
- Kneel or crouch-frequently (welding frames, grinding)
- Crawl-rarely (to get under frames)
- Ladder climb- occasionally (to reach upper parts of frames for welding or grinding)
- Balance-frequently (walking or standing around welding equipment, machines and components)
  - Manual dexterity-rarely (writing, handling small items)
- Firm grasp-continuously (handling equipment and components, holding gun all shift with dominant hand)

***Lifting more than 50 lbs. is performed by two employees or mechanical assistance is required***

## **Required Minimum Qualifications:**

- High School Diploma or equivalent.
- A strong commitment to and passion for the mission of CLTCC.
- Commitment to staff diversity, learning and development

**Compensation:**

Compensation is **\$12.00/hour**. This position will work a maximum of 28 hours per week.

**Application Instructions:**

- A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
- A detailed résumé that summarizes educational preparation and professional experience for the position.
- Candidates selected for an interview must provide:
  - College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application.
  - Three letters of recommendation are required. To honor applicant confidentiality, a letter of recommendation from your current immediate supervisor is not required.
  - The names, home and cell telephone numbers, and e-mail addresses of three references. Applicants will be notified before references are contacted.
- The selected candidate will be required to undergo a background check.

**Submit documents to:**

Central Louisiana Technical Community College  
Human Resources

**Attention:** Welding Instructor (Assistant)

4311 South MacArthur Drive

Alexandria, LA 71302-3137

Or email [Elizabethlewis6@cltcc.edu](mailto:Elizabethlewis6@cltcc.edu)

Position will remain open until filled.

**Central Louisiana Community College is an Equal Opportunity Employer** in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

**Title IX Coordinator/ADA/Section 504 Coordinator:**

Human Resources Director (318) 487-5443 ext. 1154

4311 South MacArthur Drive

Alexandria, LA 71302