



CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

Job Announcement

Welding Coordinator

CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Many, Natchitoches) in central Louisiana and has nine 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, LA. Additionally, CLTCC provides instruction in one state prison and two federal correctional institutions. These positions will be domiciled at CLTCC's Ferriday campus, Alexandria Campus, Jena Campus, Winnfield Campus, Natchitoches Campus, Cottonport Campus and Leesville campus.

SUMMARY:

Reporting to the Dean of Technical Studies, CLTCC is seeking candidates for a Welding Coordinator, who is responsible for the development and management of the Welding programs, both academic and workforce. This position will be contracted for three years to develop the programs and see them through to the point of automation. The Welding Coordinator will be responsible for analyzing current Welding curricula and developing and implementing updated curricula in order to bring the college to the forefront of Welding training. The Welding Coordinator will also oversee and monitor instructor performance and student progress and success to drive student placement. Lastly, the Welding Coordinator will be responsible for engaging high school instructors and recommending/providing professional development. This position will oversee all CLTCC Welding Instructors and programs.

Duties and Responsibilities:

- Develops and pursues goals for Welding Program, including objective outcome measures related to student placement and retention.
- Strategies and implementation driving Fabrication Enrollment, Retention, and Graduates/Completers.
- Contributes to growth and enhancement of welding program through industry research, curriculum assessment, and instructional assessment/development.
- Manages welding program funds and expenditures, including supply and equipment purchases for welding courses.
- Develops, evaluates, and award welding scholarships based on student merit.

- Assesses and monitors welding instructor strengths and weaknesses, assigns courses according to instructor strengths, determines appropriate instructor for Lead Welding Instructor, and implements professional development initiatives as appropriate.
- Meets with appropriate industry partners in order to ensure the efficacy of welding program curriculum at CLTCC.
- Ensures adherence to NCCER Level 1 and 2 standards across all CLTCC campuses.
- Ensures student success as measured by AWS/ASME standards based on industry feedback and subject matter expert insight.
- Develops and implements a post-graduate follow-up program to ensure student success and placement after graduation.
- Develops relations with local school systems and manufacturers and seek advisement from appropriate committees (e.g., workforce advisory boards).
- Meets regularly with Director of Manufacturing, Dean of Technical Studies, Vice Chancellor of Academics and Vice Chancellor of Workforce Development to provide programmatic updates.

Knowledge, Skills & Abilities:

- Knowledge of welding, including NCCER, AWS, and ASME requirements and policies.
- Written and verbal communication.
- Scheduling and project planning/coordination.
- Ability to manage diverse team and capitalize on strengths of instructors.
- Ability to effectively communicate goals and outcomes.

Minimum Requirements:

- Technical experience in welding of 5+ years with technical credentials and/or welding education
- Experience in curriculum development and implementation specific to welding • Ability to work with computers, including MS Office Suite

Compensation:

Salary Range is **\$65,000—\$80,000.00** Compensation will be within this range and commensurate with education and work experience.

Application Instructions:

- A cover letter of no more than one page 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 Coordinator 4311

South MacArthur Drive

Alexandria, LA 71302-3137

Or

ElizabethLewis6@cltcc.edu

Positions will remain open until filled. For full consideration cover letter and resume' must be submitted 01-17-18.

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

