



# CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

## Job Description

### WELDING INSTRUCTOR

CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, Sabine, Natchitoches, LaSalle, Rapides, Vernon, Winn) 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; and 7) the Ferriday Site in Ferriday. Additionally, CLTCC provides instruction in four state prisons and two federal correctional institutions.

#### **SUMMARY:**

Reporting to the Dean of Technical Studies, the Welding Instructor supports the development and coordination of the Welding Program. The Welding Instructor provides classroom instruction in assigned classes and maintains office hours for student consultation. Classroom instruction includes preparing and reviewing lesson plans.

#### **Duties and Responsibilities:**

- Provides and supports classroom instruction for the Welding Program;
- Meets with students, staff members and other educators to discuss students' instructional programs and other issues
- Selects and assesses student learning outcomes, fosters effective learning in both classroom and lab settings, and promotes good public relations via contacts and regular communications with business, industry, and the public sector.

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

#### **Required Minimum Qualifications:**

- High School Diploma or Equivalent (e.g. GED)
- A minimum of five years of work experience within the last ten years as a welder with appropriate certifications.
- Demonstrated knowledge or SMAW, GMAW, FCAW, and GTAW Welding Processes
- A strong commitment to and passion for the mission of the comprehensive community college
- Commitment to staff diversity, learning, and development
- Proficiency in Microsoft applications (Word, Excel, and PowerPoint) .

#### **Preferred (Desired) Qualifications:**

- Associate's degree in Welding Technology, Technical Studies (with at least 45 semester credits from Welding courses) or closely related field from an accredited college or university with a minimum of three years of work experience as a welder with appropriate certifications.

### **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  
4311 South MacArthur Drive  
Alexandria, LA 71302-3137  
Or  
[Elizabethlewis6@cltcc.edu](mailto:Elizabethlewis6@cltcc.edu)

**Positions 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

