

POSITION ANNOUNCEMENT

- POSITION:** Welding Instructor, Jones County Junior College
- QUALIFICATIONS:** Welding Instructor will meet the requirements as set by the State of Mississippi and State Board for Community and Junior Colleges. BS Degree or higher in related field of study and /or AWS certification is preferred. A minimum of two years or more experience in the welding field within the last five years is preferred. Interviewees will also be given a welding test.
- RESPONSIBILITIES:** In addition to adhering to all College Policies as specified by the "Policy and Procedures Manual" and the president of the college, duties will include the following:
1. Planning and organizing the Welding Program, and instructing courses;
 2. Working with Division Chairs and other faculty and staff to evaluate, review, and develop curriculum;
 3. Submitting budget requests and purchase requests for supplies and equipment as needed;
 4. Assisting in implementing college policies, objectives and functions.
 5. Advising students as assigned;
 6. Serving on divisional, campus and institutional committees and councils;
 7. Maintaining appropriate office hours;
 8. Attending workshops and meetings that contribute to professional development;
 9. Assuming other professional duties and responsibilities as may be assigned by appropriate personnel;
 10. Coordinate staff activities including curriculum development.
 11. Other Duties as assigned.

APPLICATION DEADLINE:

April 30, 2008

Information to be provided:

1. Completed application
2. Minimum of three (3) references attesting to abilities in the discipline
3. Documentation of teaching and/or work experience
4. Original Transcripts

SALARY: Determined from College Salary Schedule

STARTING DATE: August 11, 2008

CONTACT PERSON: Linda Pressly, Human Resource Manager
Address: Jones County Junior College
900 South Court Street
Ellisville, MS 39437

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/Section504) Katie Murphy, ADA Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4028; (Title IX) John M. Carter, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4161.

Jones County Junior College is not responsible for any individual's misuse of computer resources.

The College Reserves the Right to Change Policies Stated Herein When Necessary