



Northwest-Shoals Community College

Manufacturing Skill Standards Council (MSSC)

Certified Production Technician

Adjunct Instructor

Position Announcement

STARTING DATE: On going

QUALIFICATIONS:

- Certified in at least one of the four CPT modules (Safety, Quality Practices & Measurement, Manufacturing Processes and Productions, and Maintenance Awareness), **required**.
- Authorized in full CPT Instruction, preferred.
- Experience in advanced manufacturing, career/technical education (CTE) and/or workforce development, preferred.

ESSENTIAL FUNCTIONS:

- Instruct the MSSC CPT courses (Fast-Track, Boot Camp, and/or Semester).
- Develop an Individual Training Plan (ITP) to meet the individual needs of each student.
- Assist MSSC Training Center Coordinator in providing mentorship and addressing barriers to completion for MSSC candidates.
- Instruct MSSC CPT participants in independent study modules for CPT assessments.
- Provide instruction in workplace education and workforce preparation, including the National Career Readiness Certificate and MSSC skills integration.
- Make appropriate referrals for students not prepared for MSSC and upon completion of MSSC.
- Assist in building partnerships with the Adult Education Program, Ready to Work Program (RTW), Youth Success Program, NW-SCC Career Technical Division, Workforce Development, NW-SCC High School Career Coach, area high school career coaches, NW-SCC FAME Manager, Alabama Career Centers, businesses, community organizations, and social service agencies.
- Monitor and document student progress.
- Plan learning experiences that are interactive and relevant to the specific workplace environment.
- Prepare accurate documentation related to grades, participant progress, files and program efficiency and effectiveness.
- Establish positive rapport and supportive relationships with program participants.
- Assist MSSC Program Coordinator and Director in reports related to program instructional components.
- Maintain knowledge of program regulations, policy, and procedures.
- Work with colleagues to develop and evaluate curriculum and materials.
- Represent the College and MSSC program in a positive manner to community and educational organization.
- Perform related work as assigned.

SALARY: Approved Hourly Rate (19 hours or less per week with **NO BENEFITS**)

APPLICATION PROCEDURES:

A complete application packet consists of the following:

- *a completed Northwest-Shoals Community College application form, (original signature required)*

- *a current resume, and*
- *certificate of required CPT Modules.*

Submit application packet to:

Northwest-Shoals Community College
Office of Human Resources
P.O. Box 2545 (800 George Wallace Blvd)
Muscle Shoals, AL 35662
Telephone: (256) 331-5229 ● Fax: (256) 331-5459 ● Email: hr@nwsc.edu

CLOSING DATE: **Applications will be accepted until all positions are filled.**

Incomplete application packets will eliminate the possibility of an interview.

Application packets received after the deadline date (including transcripts and letters of verification of work experience) will eliminate the possibility of an interview.

The submission of all required application materials by the deadline date is the sole responsibility of the applicant.

Northwest-Shoals Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Northwest-Shoals Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.