

# Three Rivers Community College is accepting applications for:

## Non-Credit Part-Time Instructors and Instructional Assistants

**Instructors- \$28.00/hour starting rate**

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Three Rivers Community College (TRCC) is looking for part-time instructors and lab assistants to work in the Manufacturing Apprenticeship Center to provide basic non-credit instruction to students in machining, welding, sheet metal fabrication and ship fitting skills. Instructors are responsible for providing quality entry-level instruction that will contribute to the learning experiences necessary for each student to meet the objectives of the course and to be successful in both their education and career development experiences. Applicants must have experience in the manufacturing industry and be able to support a process based approach and enforce procedural compliance in all manufacturing areas. Instructors will possess skills necessary to presenting and controlling a classroom. All applicants must hold a high school diploma.

### ***Part-time position (17 hours maximum) openings include:***

#### ***Daytime & Evenings Monday – Friday***

- ***Instructors for all trades:*** Applicants must provide documentation of a minimum of **five (5) years**, relevant, varied, hands-on experience in the ever-changing manufacturing environment of the trade they are applying for.
  - ***Specific Instructor Skills for all trades Include:***
    - Presentation skills in front of a large group using text books and Power Points
    - Managing attendance and enforcing classroom rules
    - Proctoring assessments, grading, entering grades in the computer
    - Communicating through email with other instructors and Coordinator
    - Maintaining the equipment and requesting consumables as needed
- ***Machining/Mechanical Lab Assistants\*:*** Applicants must provide documentation of relevant, varied, hands-on experience in the ever-changing manufacturing environment.
  - Lab Assistant Skills should demonstrate some or all of the below:
    - adhering to all aspects of machine shop safety
    - correct & safe use of hand and bench tools related to mechanical or machine shop
    - correct & safe set up and operation of power tools found in a mechanical or machine shop including: grinding machines, saws, and drill press
    - the use of common precision measuring tools, indicators, gages, and blocks
    - quality inspection of part(s) by using precision measuring tools
    - work piece layout, bluing, scribing lines and bench work
- ***Welding Lab Assistants\*:*** Applicants must provide documentation of a minimum of **three (3) years**, relevant, varied, hands-on welding experience using common types of welding processes-- shielded metal arc, gas metal arc, and gas tungsten arc welding.
  - Skills should demonstrate:
    - teaching all aspects of shop safety in a welding environment
    - all welding processes using standard welding positions
    - the correct & safe use of hand and power tools associated with welding
    - the correct & safe set up and operation of a variety of basic welding equipment

**\*Preference will be given to applicants having certifications, degree, and/or prior technical teaching experience.**

## **ESSENTIAL INSTRUCTOR DUTIES AND RESPONSIBILITIES:**

- Instruct students in a classroom and/or welding lab at TRCC main campus in Norwich, Connecticut or Grasso Technical High School in Groton, CT
- Directly supervise all students assigned to the class
- Maintain discipline and keep all students safe
- Monitor student attendance and retention rate
- Follow course outlines, objectives and be able to evaluate students
- Be able to teach assigned classes and to effectively manage the day to day operation of the class
- Follow lessons plans and delivery using instructional technology
- Prepare and provide all class lectures, lab and clinical instruction according to the provided curriculum
- Be able to test and evaluate students, report grades and give feedback.
- Give and grade student assignments. Return and go over assignments in a timely manner

## **ESSENTIAL LAB ASSISTANT DUTIES AND RESPONSIBILITIES:**

- Instruct students in a classroom and/or welding lab at TRCC main campus in Norwich, Connecticut or Grasso Technical High School in Groton, CT
- Directly supervise all students assigned to the class
- Be able to coach students in the lab effectively and manage the day to day operation of the shop
- Maintain the equipment in a safe condition, identifying and provide feedback for any repairs
- Utilize industry standard techniques in completing all lab assignments
- Enforce an environment of procedural compliance, holding all students to industry standards of following processes to accomplish tasks

## **APPLICATION DEADLINE: Ongoing**

**TO APPLY:** Send letter of intent, resume, names and address of three references, college transcripts, and completed application form to *via email* to: Barbara Billups, email address: [bbillups@trcc.commnet.edu](mailto:bbillups@trcc.commnet.edu)

Application form is available here:

<http://www.ct.edu/files/pdfs/Employment-Application.pdf>

*Three Rivers Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record.*