



JOB ANNOUNCEMENT

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state supported comprehensive institution, serving the six county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

Instructional Specialist: Manufacturing Technologies / Electromechanical Technology

Position: 12 Month Instructional Specialist Position

Location: Moorefield Headquarters, Eastern Complex; Petersburg Technology Training Center; other locations as needed.

Responsibilities:

- Instructional Specialist works 37.5 hours per week and is required to serve on and attend college committee meetings and other group functions.
- Develop and present formal education and training classes to students enrolled in wind technician training and related electromechanical classes as needed, including administering examinations and evaluations. Classes may be day or evening classes and include possible weekend instruction.
- Participate with team to identify and specify equipment and materials necessary and appropriate for programs of training and curricular needs.
- Provide input for, and participate in, marketing and student recruitment campaigns for the wind technician program and other college programs of instruction, including job and career fairs and visits to district school systems.
- Some travel may be necessary to work with industry, governmental officials and relevant professional associations to complete the development of some program courses and training procedures.
- Schedule and attend Energy/Manufacturing sector meetings with industry partners to determine local industry needs and work with Eastern Workforce Department to set up courses
- Assist with all aspects of student support services relating to the program, including enrollment, counseling, tutoring, job placement and job retention.
- Assist in developing assessment tools, measures and processes for the program, including for job placement and job retention related to the program, and related to other technical programs as necessary.
- Perform course assessments and present findings to college committees for approval.
- Work with program coordinators to collect academic data related to the programs of instruction, as necessary to comply with requirements of program grants, WV Council for Community and Technical College Education mandates, and college interests.
- Organize classes and course schedules, set up laboratories and demonstrations for students and the public.
- Plan and supervise student trainings and field trips, individually and in groups.
- Because trainings will sometimes take place outside at great height, the successful candidate will be capable of lifting 75 pounds and climb/work at heights above the ground in a confined space.
- Initiate motivation practices and appraisals to affirm the student learning process.
- Instruct students in personal and social skills and profession-related behaviors.
- Visit and work with industry employers to secure job and intern opportunities for students.
- Assist Eastern's grant writer in writing grants to secure funding for the Technician programs.
- Adhere to all applicable safety and other Eastern WVCTC policies.
- All other responsibilities and duties as directed by supervisor.

Minimum Qualifications:

Education Bachelors Degree preferred *Experience* — Experience with hands-on industrial projects and settings; Experience in the wind industry preferred. Experience in supervision of programs and/or projects in wind energy technology preferred (or programs in electromechanical technology, advanced manufacturing or energy fields), engineering or other related fields. Excellent organizational and communication skills; Computer skills to level of Excel. Familiarity with technical aspects of the Wind Energy Industry and Industrial maintenance curriculum preferred; Experience in the development of technology training programs preferred. Salary level will be commensurate with education and experience. Wind Energy/Industrial experience will offset formal education requirements. Recent employment in the wind industry is a major plus.

Resume review begins immediately

Search will remain open until the position is filled

Submit letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position, current resume, and three (3) professional references (names, addresses, e-mail, and phone numbers) to: **Human Resources Office**

Eastern West Virginia Community & Technical College

316 Eastern Drive

Moorefield, WV 26836

EQUAL OPPORTUNITY EMPLOYER