



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.

Machine Tool Technology Instructional Specialist

Position: 10 month, non-tenured faculty
Location: East Hardy High School

Job Summary

The Machine Tool Technology Instructional Specialist will deliver and supervise student learning in the classroom and lab for students who are enrolled in Eastern's Machine Tool Technology courses.

Nature of Work

- Develop instructional plans and organize class time to provide a balanced program of instruction, demonstration and working time.
- Develop and present formal education and training classes to students enrolled in Machine Tool Technology classes as needed, including administering examinations and evaluations.
- Organize classes and course schedules, set up laboratories and demonstrations for students.
- Plan and supervise student field trips, internships and capstones.
- 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.
- Adhere to all applicable safety and other Eastern WV CTC policies.
- 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 for the machine tool technology courses, including job and career fairs.
- Assist with all aspects of student support services relating to the program, including enrollment advising, tutoring, job placement and job retention.
- Assist in developing assessment tools, measures and processes for the program and perform course assessments per Eastern Course Assessment Policies.
- Provide individual and small group instruction whenever appropriate.
- Adapt curriculum to the needs of students with varying intellectual and special abilities.
- Establish and maintain standards of student behavior needed to provide an orderly, productive and safe environment.
- Establish and maintain liaison with the main campus, other departments of Eastern and the hosting school.
- Oversee the program's advisory committee.
- Serve on Eastern's committees as assigned.

Minimum Qualification Requirements

- High School diploma (GED); some college preferred.
- Experience in Machine Tool Technology.
- Experience in industrial projects and settings.
- Excellent organizational, communication, and computer skills.
- Ability to manage an instructional program.



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- Completion of a NOCTI hands-on test in the machine tool area.
- NIMS Certification or willingness to obtain such certification.
- Familiarity with technical aspects of the machinist.
- Salary level will be commensurate with education and experience. Machinist employment and industry certifications will offset formal education requirements.
- Recent employment in the Machine Tool Technology industry is a significant plus.

Resume review begins immediately. Applications submitted via email encouraged.
Search will remain open until the position is filled.

Please submit a letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position, a 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
HR Director: Carlos Gutierrez <Carlos.Gutierrez@easternwv.edu>
EQUAL OPPORTUNITY EMPLOYER