

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT
Electrical Apprenticeship Instructor

JOB TYPE – Part-time Nonexempt

DEADLINE – Open until filled

PAY – To Be Determined

LOCATION - Ontario, Oregon

DEPARTMENT – Center for Business
Workforce and Community Learning
(CBWCL)

REPORTS TO – CBWCL Director

This position is responsible for the instruction of Electrical Apprentice class(es) at TVCC. Instruction will include classroom lecture and lab. Classes may be delivered in-person or via the web. This position will work with students that are indentured as electrical apprentices with local electrical businesses in Oregon and Idaho.

The position will collaborate with other instructors in the program to develop, maintain and modify curriculum, enhance best-practices, and generate comradery among the cohorts.

POSITION PURPOSE

The Electrical Apprenticeship part-time instructor position(s) will be responsible for apprenticeship related training courses. Provide quality and engaging instruction in all delivery methods and formats. Provide timely and meaningful feedback to students regarding the mastery of course and program learning outcomes. Demonstrate strong interpersonal, communication, technical and organizational skills. Demonstrate the ability to use technology with students in the classroom

QUALIFICATIONS:

MINIMUM:

- High School Diploma/GED equivalent
- Current Oregon or Idaho Journey-Level Electrician Card
- Five years of experience working in the Electrical trade and journeyman level status

PREFERRED:

- Teaching experience or construction-related experience in addition to 5 years in the Electrical trade.
- Knowledge of apprenticeship training programs and standards
- Current Master or Supervising Electrician Card
- Bilingual in English and Spanish

ESSENTIAL FUNCTIONS:

- Teaches assigned classes following approved course outline; prepares and develops materials for assigned classes; provides students and college with course syllabi and recommends textbooks and other instructional materials and/or equipment.
- Provides classroom environment conducive to learner growth in a variety of delivery methods.

- Maintain records of attendance, student goals and outcomes, student progress and other required student data for TVCC and the Electrical Licensing Boards.
- Use a Learning Management System (LMS) to facilitate teaching, learning assessment, and communication.
- Monitor student progress and provide reasonable coaching and assistance to struggling students towards success.

TERMS OF EMPLOYMENT

- Apprenticeship classes are held from 6:00pm – 9:00 pm in the evenings.
- Classes are held Monday, Tuesday, Wednesday and/or Thursday evening depending on which Year is being taught.
- Prep work is required to be prepared to teach weekly.
- Courses are held from August – May annually.
- Part-time up to 6-8 hours per week to include prep time and office hours.

APPLICATION PROCEDURE

A complete application file consists of the following:

- Cover letter which addresses your interest in and how you meet the minimum qualification requirements for the position.
- Current resume that includes educational and professional work experience.
- Proof of High School completion.
- Copy of current license(s) awarded by Oregon or Idaho Electrical Licensing Boards.
- List of 3 professional reference listing contact information including email address.
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: CBWCL@tvcc.cc or Center for Business, Workforce and Community Learning, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839.

Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.