



Position Announcement

Position: Truck Driving Instructor (*Grant-funded*)

Position is a full-time, six-month position and reports to the Vice President for Workforce Development. The instructor is responsible for all classroom and driving instruction, student recruitment and enrollment, recordkeeping, and preparation of program reports, and other duties as assigned.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

Without general guidance, the Truck Driver Training Instructor is responsible for supervising and training students to prepare for their NC class "A" or Class "B" driver's license. Primary duties involve training students in proper driving techniques, instructing students in proper use of equipment, and training students on safety regulations. This position requires flexible working hours; day, evening and possibly weekends.

- Teach assigned courses to meet program needs
- Integrate classroom and driving (range and road) practices into learning experiences enabling students to demonstrate competencies
- Oversee day-to-day operation of the class
- Maintain class records; prepare and submit instructional records, reports, and grades established by institutional policy
- Promote community awareness of program opportunities
- Perform other tasks as assigned which support the mission and initiatives of the College
- Establish program, recruit students

Qualifications

- High school graduate and driving school graduate, preferably from an Arkansas college.
- A current and valid Arkansas Class "A" CDL driver's license and a current and clean AR driving record.
- At least three years of experience in a Class "A" (tractor trailer) in over the road (OTR) 48 state operation in all types of weather and terrain.
- Owner/Operator experience a plus.
- Knowledge and understanding of DOT, state, and federal laws and regulations related to truck driver, driving safety and health practices.
- Excellent oral and written communication skills.

- Must work well with others in a team environment.
- Should be familiar with and appreciate the mission of a community college.
- Truck maintenance and some engine repair experience desired

Application Deadline:

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

Application Procedures:

Interested candidates should submit a completed ANC application form (available online at www.anc.edu/jobs) to: **Office of Human Resources, Arkansas Northeastern College, and P.O. Box 1109, Blytheville, AR 72316-1109.** Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement: January 3, 2018

Arkansas Northeastern College is an equal opportunity/affirmative action employer