



## POSITION ANNOUNCEMENT

### Industrial Technical Skills Electrical Systems Specialist

The Industrial Technical Skills Electrical Systems Specialist (ITSESS) position is directly responsible to the Coordinator of the ADTEC Solutions Group. The duties of this position will be performed in accordance with the goals and objectives of the ADTEC Solutions Group division. The ITSESS is responsible for assessing the training needs of business and industry in the ANC service district, coordinating and conducting training efforts, developing custom-designed materials, and supervising and evaluating all industrial electrical systems training conducted by ANC.

This position will be a ten-month (10) appointment and will operate in a non-traditional mode. A forty-hour (40) workweek will be the minimum required for this position. Continuation of the position from one fiscal year to the next will be based on the ITSESS' ability to generate sufficient net revenue to offset the salary and fringe expenditures for the year, as well as performance of the job duties and conformance to College policies and procedures. This is an innovative coordination/teaching position that demands maximum performance, dedication, and flexibility.

This position will be responsible for the delivery of instruction in the requisite discipline areas to the region's businesses and industries. The majority of this training will occur at the Crisp Center; however, training may be delivered at plant or work sites throughout the region. Some of the activities associated with this job may occur on weekends or in the evening.

**DATE OF APPOINTMENT:** Immediate

**QUALIFICATIONS:** The candidate must possess two to five years of technical industrial maintenance work or an Associate degree in industrial technology or related engineering field. Familiarity with applied teaching concepts in the areas of industrial electric, motor controls, including the operation and maintenance of single-phase and three-phase circuitry, transformers, various AC/DC motors & other motor control devices. The candidate should also possess experience in one or more of the following areas: hydraulics/pneumatics, mechanical drives, materials, or quality.

**JOB DESCRIPTION:**

1. Assists in the development of AAS degree for industrial technology, advanced manufacturing, or steel industry technology
  - a. Provides input on curriculum development
  - b. Instructs on part-time basis traditional credit classes
  - c. Engages in day-to-day delivery of custom-designed training projects in the ANC service region
2. Coordinates client-initiated, custom-designed courses to industry in the industrial, electrical, or mechanical systems disciplines
  - a. Assesses training needs, prepares, and initiates training proposals to clients requesting training assistance

- b. Provides instruction as contracted in the custom-designed training projects in areas of industrial, electrical, and mechanical systems
- c. Develops, as needed, custom-designed materials in workplace skills to meet clients' needs
- 3. Supports and assists in the development of an Arkansas statewide system of industrial training to support economic development
  - a. Conducts needs assessments, data collection, curriculum identification and development appropriate for a statewide system
  - b. Cooperates with other local and state institutions and firms in the development of a statewide system of training
- 4. Performs administrative duties
  - a. Participates in activities as required of the ADTEC Solutions Group.
  - b. Submits status reports on all training activities
- 5. Knowledge, Skills, and Abilities
  - a. Knowledge of various industrial processes and management philosophies with an understanding of the various training needs
  - b. Ability to work cooperatively with various levels of representatives of business and industry
  - c. Ability to analyze and report data about business training needs
  - d. Ability to communicate well, both orally and written
  - e. Competence in computer operations and use of current software programs as a minimum
  - f. Ability to formulate and write plans for instruction
  - g. Desire and ability to work independently and to follow through with extensive detailed work
  - h. Ability to work in a teamwork environment to meet performance objectives
  - i. Ability to provide dynamic and enthusiastic delivery of subject matter

**SALARY:**

Salary is determined by education and experience as defined on the Faculty Placement Schedule. A generous fringe benefits package is included.

**APPLICATION DEADLINE:**

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

**APPLICATION PROCEDURE:**

To apply, send completed ANC application, letter of interest, resume, references, and transcripts and certification materials to: **Office of Human Resources, Arkansas Northeastern College, P. O. Box 1109, Blytheville, AR 72316-1109**. Call (870) 762-3121 or email [cwilf@smail.anc.edu](mailto:cwilf@smail.anc.edu) for more information.

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:**

December 16, 2011

*ANC is an affirmative action, equal opportunity employer.*