



# **JOB DESCRIPTION**

Form: HRF5005, Ver. 1, Revised 11/02/2015

DATE:	8/24/2017	POSITION #:	FFY998
NAME OF INCUMBENT(S):			
JOB TITLE:	Full-time Assistant Professor – Manufacturing Engineering Technologies Machining (52-Week Position) INTERNAL		
DIVISION:	Technical Careers		
DEPARTMENT:	Applied Manufacturing Technology		
PAY TABLE/LEVEL/GRADE:	Enter pay level.	REPORTS TO:	FA9680

**STATUS:** *Please click the appropriate boxes that apply.*

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Regular/Continuing           | <input type="checkbox"/> Temporary/Limited Duration     | <input checked="" type="checkbox"/> Full-Time (40 hrs/wk) |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>MAHE</u> | <input checked="" type="checkbox"/> Individual Position | <input type="checkbox"/> Part-Time: _____ Hours/Week      |
| <input type="checkbox"/> Non-Bargaining                          | <input type="checkbox"/> Pooled Position:               |   |
| <input type="checkbox"/> Provisional/Grant Funded                | _____ No. of Employee if this position is pooled.       |   |

**JOB SUMMARY:** *(This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)*

Teach courses in Manufacturing Engineering Technologies consistent with current developments in the discipline and teaching methods. Participate in program/department meetings and divisional/college-wide committees with a focus on continual improvement of programs and learning outcomes. Participate in curriculum and course development, course and program coordination, tutoring and advising students, mentoring and reviewing peers, and shared governance of the College. Must demonstrate a commitment to the diversity of a multi-cultural population, as well as work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy. The selected faculty member will be responsible for the instruction of classes related to Manufacturing Engineering Technologies – Machining Programs. A solid understanding of the machine tool field including manual and CNC machining, CNC programming, CAM and solid modeling, Metallurgy, and Metrology is desired. The faculty member will share responsibilities with current full time faculty for the organization and functionality of the department. Strong communication skills and computer proficiency are a must. This full time teaching position includes instruction of three to five courses per semester which could include:

- Manufacturing Processes
- Intro to Precision Machining
- Advanced Precision Machining
- Intro to Mastercam
- Advanced Mastercam
- Metallurgy and Heat Treatment
- Metrology and Advanced Inspection
- Eaton RESA Tech Careers High School Programs (Mechatronics, Machining, etc.)

**DIRECT REPORTS:** *(If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).*

**Direct Report(s):**

*Click here to enter position numbers. Use comma to separate*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% I. reconciles grant fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.*

<b>%</b>	<b>No</b>	<b>Essential Duties and Responsibilities</b>
<u>10</u>	1	<b>Planning</b> – Ensures implementation of established curriculum and provides strong support for students in their pursuit of established expectations, developing plans that promote the development of higher-order thinking skills in the instructional process.
<u>60</u>	2	<b>Instruction</b> – Provides instruction and assesses learning utilizing varied instructional modes, supports student success by maintaining regular office hours, and mentors and advises students.
<u>5</u>	3	<b>Professional Growth</b> – Maintains knowledge of current developments in subject area and incorporates new knowledge into instruction.
<u>5</u>	4	<b>Curriculum</b> – Participates in curriculum development and planning and advises students on curriculum, academic programs, employment, career goals and other appropriate matters.
<u>5</u>	5	<b>Teaching Effectiveness</b> – Understands and successfully adapts teaching to various learning styles/current technologies present in the classroom.
<u>5</u>	6	<b>Faculty Professional Development</b> – Demonstrates a continuing engagement with the learning and scholarship of their area of specialization, striving to be on the cutting edge of professional content knowledge and methodology.
<u>5</u>	7	<b>Support of College Initiatives</b> – Is fully committed to the mission and values of Lansing Community College and participates actively in the shared governance system.
<u>5</u>	8	<b>General Responsibilities</b> – Responds to requests of academic area and/or program leaders, department heads, committee chairs, records office, etc. in a timely and thorough manner, consistently meeting instructional schedules and other assignments and commitments in support of the college.
	9	
	10	<i>Click here to enter text.</i>
	11	<i>Click here to enter text.</i>
	12	<i>Click here to enter text.</i>
	13	<i>Click here to enter text.</i>
	14	<i>Click here to enter text.</i>
	15	<i>Click here to enter text.</i>

**CORE COMPETENCIES.** *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

The incumbent may be responsible for representing the Program in a variety of public forums to include educational, workforce development, professional, and policy-making arenas. Other primary responsibilities include assisting in course coordination, development and improvement; advising students and meeting scheduled office hours; regular participation in departmental and divisional teams and in college-wide committees. Additional responsibilities include working effectively with other faculty and staff in a rapidly changing team initiatives and staying current with teaching methods in the fields of manufacturing and machining. A commitment of professional development and learning is essential as demand for skilled trades continue to grow. The successful candidate will enjoy working with diverse populations and connect one-on-one with students. This individual will have good listening skills and the ability to understand the needs of others, be flexible, and will maintain high work ethic and integrity.

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:** *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

**Minimum Qualifications**

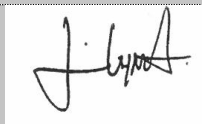
- Bachelor’s Degree in Manufacturing Technologies/related degree and two (2) years recent, relevant work experience; OR Associates Degree in Manufacturing Technologies/related degree and four (4) years recent, relevant work; OR Journey status in a manufacturing trade and four (4) years recent/relevant work; OR High School Diploma and eight (8) years recent/relevant documented work.

**Preferred Qualifications**

- Instructional teaching experience in secondary and/or post/secondary education.
- Bachelor's Degree in Manufacturing Engineering, metallurgy, chemistry, metrology, or related field.
- Experience in a metallurgy/heat treatment lab environment.
- Experience in 5 axis, contoured surface, and high speed machining.
- Experience in metrology: stationary/portable CCM, SPC, Quality
- Software experience with Mastercam, Solid Edge, NX, Unigraphics.

**PHYSICAL AND MENTAL REQUIREMENTS:** *Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

**WORK ENVIRONMENT:** *Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

<b>Incumbent’s Name (if any).</b>		<b>Incumbent’s Signature*</b>		<b>Date</b>
<b>Supervisor’s Name</b>	<b><u>James Lynch</u></b>	<b>Supervisor’s Signature*</b>		<b>Date</b> <b><u>8/25/17</u></b>
<b>Dean/ELT’s Name</b>		<b>Dean/ELT’s Signature</b>		<b>Date</b>
<i>Note: Signature means approval, otherwise return for signatures.</i>				
<b>Human Resources Rep.</b>		<b>HR Rep Signature</b>		<b>Date</b>
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>				

# Lansing Community College

# ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: Enter Position #.

Date: 8/24/2017

Supervisor's Position #: FA9680

## Materials Used:

### Standard Office Equipment:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop)            | <input checked="" type="checkbox"/> Paper and Pencil/pen           |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen           |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax   | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list:

### Standard Trades Equipment:

- |                                    |                                     |                                   |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

### Mental Functions:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things)                   | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data)              |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations)              | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations)    |   |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) |   |

### Auditory Functions:

- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

### Visionary Functions:

- Near acuity (at 20 inches or less when minute accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up-down and right-left)

### Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

### Movement, Strength, Repetition Functions:

- |  |  |  |  |   |
|--|--|--|--|---|
| <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Balancing                  | <input checked="" type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding |   |
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
  - Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)
  - Medium (exert 21-50 lbs of force, walk/stand frequently)
  - Heavy (exert 51-100 lbs of force, walk/stand routinely)
  - Very Heavy (exert over 100 lbs of force, walk/stand routinely)

### Environmental Conditions:

- |  |   |
|--|---|
| <input type="checkbox"/> Weather (rain, snow, wind)                | <input checked="" type="checkbox"/> Vibrations  |
| <input type="checkbox"/> Extreme cold (inside, outside)            | <input checked="" type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens,                          |
| <input checked="" type="checkbox"/> Extreme heat (inside, outside) | <input checked="" type="checkbox"/> Extreme noises  |
| <input checked="" type="checkbox"/> Confined/restricted spaces     | <input checked="" type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |