

JOB ANNOUNCEMENT

Human Resources Department, 2006 South Ankeny Blvd., Bldg. 1, Ankeny Iowa 50023
 Phone: (515) 964-6301 FAX: (515) 965-7316 Email: jobs@dmacc.edu
 WEB: <https://jobs.dmacc.edu>

Position Information

Job Title	Instructor, CAD Technology (Search Extended)
Campus	Ankeny Campus
Job Number	24-F64
Employment Date	August 15, 2024
Job Category	Standard
Application & Position Contact Information	Human Resources at (515) 964-6479 or jobs@dmacc.edu for information concerning the application process. Jenny Foster at 515-964-6692 or jlfoster1@dmacc.edu for information concerning the position or your status once the position has closed.

Posting Detail Information

Salary Information	Per Faculty Salary Schedule
Job Summary	Provides competency-based quality instruction in accordance with the stated philosophy and objectives of the College in classroom, lab and clinical settings. Assignment may include evening or off-campus teaching, individualized and/or competency-based instruction and/or online/distance learning.
Essential Functions	Teaches assigned courses in accordance with course competencies and syllabi. Develops and/or utilizes a variety of instructional strategies, techniques and delivery methods designed to meet the individual learning styles of students. Fosters a safe and civil learning environment. Develops and maintains current course syllabi and outlines; prepares lecture/lab and class materials. Informs students about course requirements, evaluation procedures, and attendance policies. Works collegially in an academic environment; participates in College and program projects, events, and committee work, including advisory committee activities and advising student organizations. Monitors, evaluates, and documents student attendance, progress and competency attainment; submits related reports as required. Maintains established office hours and is otherwise available to assist students outside of the classroom. Participates in the ongoing development and revision of curriculum and course materials and competencies, and in the selection of textbooks and other instructional materials/equipment. Advises students regarding their academic needs and refers them for additional assistance as needed. Promotes the College and the program and assists in recruiting and marketing the program to prospective students. Participates in professional development activities and stays current in his/her field.
Required Qualifications	Associate degree or diploma in subject area. 4 years of CAD experience related to mechanical, or engineering design which included or was supplemented by (a) 1,000 hours of (3D) modeling and (b) recent experience with industrial manufacturing processes such as descriptive geometry, tolerance and allowance, GD&T, CAD/CAM, such as SolidWorks/PTC Creo or related technology. Ability to function effectively in a team environment. Demonstrated effectiveness working with populations having diverse values, and/or coming from varied cultures and backgrounds.
Desired Qualifications	Ability to use and apply alternative instructional delivery systems to enhance learning. Experience in curriculum development and learning assessment.

Physical Requirements	<p>Constant: Sit</p> <p>Frequent: Stand</p> <p>Occasional: Lift Knuckle to Waist 20 lbs Lift Floor to Waist < 10 lbs Carry 20 lbs Push/pull horizontal < 20 lbs Push/pull vertical < 5 lbs up to 84 in Lateral Pinch Forward & Overhead Reach Crouch Neck Flexion, Extension & Rotation Fine Motor Coordination Hand & Foot Coordination Ability to be Mobile</p> <p>Mobility accommodations will be reviewed on a case-by-case basis and determined by the essential functions of this position.</p>
Physical Demand Category	Light
Post offer, Pre-Employment Physical Test	N/A
Work Schedule	9 Month Per Year Position
Posting Date	06/21/2024
Deadline for Submitting Applications	07/17/2024
Open Until Filled	No
Special Instructions to Applicants	<p>PLEASE NOTE: If you applied to the previous posting your application will continue to be considered and you need not reapply.</p> <p>DMACC is an Affirmative Action/Equal Employment Opportunity employer and embraces diversity. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Individuals with disabilities desiring a reasonable accommodation in the application process should notify Human Resources at 515-964-6301 or by email jobs@dmacc.edu.</p> <p>THIS VACANCY REQUIRES: 1) A complete DMACC Employment Application (personal information, educational history, employment history, and supplemental questions). Incomplete applications and commenting "See Resume" will not be accepted. The application form will be used to screen applicants for required qualifications. 2) Attachment of transcripts to your electronic application. Transcripts must include the applicant's name and degrees conferred. Scanned copies are acceptable.</p>
Quick Link for Postings	http://jobs.dmacc.edu/hr/postings/11678

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment), and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (HR3010). Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515-964-6857, dso@dmacc.edu. Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S Ankeny, Blvd, Bldg 1, Ankeny, IA 50023, phone 515-964-6216, Title9@dmacc.edu. Questions or complaints about this policy may be directed to the Director of the Office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone 312/730-1576, fax 312-730-1576, TDD 800-877-8339, email OCR.Chicago@ed.gov.