



4501 Amnicola Hwy. Chattanooga, TN 37401-1097 Tel. 423-697-3100 Fax. 423-697-3325

Continuing Education Program Instructors

(Multiple Instructors will be selected)

The Continuing Education Department is in the process of building a database of instructor resources in the area. The following information describes the minimum qualifications and job responsibilities. These are part time short term contract positions and are based upon our clients' needs.

Position Summary: Continuing Education Program Instructional positions in the following areas; Industrial Mechanics, Industrial Electrical, Industrial Controls, PLC's, Welding, CNC Machining, Soft Skills and Computer Skills.

Required Qualifications: High school diploma or GED certificate + two years additional college training in appropriate area of specialization; or HS diploma or GED certification + three years of experience in appropriate areas of specialization. Instructional experience in above subjects highly desired. Formal training and/or associate degree in area of specialization are a plus.

Duties: May include the following components.

- Develop course lesson plans, exercises, and examinations.
- Order, organize, and maintain all supplies and equipment needed for classroom instruction.
- Conduct classroom training sessions and lab type practical instruction using modern instructional techniques.
- Maintain records of attendance, test grades, lab performance.
- Evaluate class and individual progress.
- Coordinate classes with specific vendors regarding specialized equipment and parts.

Work Habits: To include the following as others as detailed prior to employment:

- Adhere to Continuing Ed attendance policy (Regular and predictable attendance is an essential function of the job.)
- Communicate professionally and respectfully, with staff, company representatives, Government officials and the general public.
- Plan daily/weekly work schedule without direct supervision
- Coordinate and account for CSTCC resources within assigned areas of responsibilities.

Required Knowledge, Skills, and Abilities:

- Ability to communicate effectively verbally and in writing.
- Ability to work independently.
- Ability to interact professionally with company representatives, public officials, trainees, coworkers, and the general public.

- Ability to following established laws, policies, and procedures.
- Ability to work in a constant state of awareness.
- Skill in comprehending technical literature and retraining processes.
- Knowledge of technical trends pertaining to new technologies.
- Knowledge of industrial training and retraining procedures.
- Ability to comply with all pertinent safety, environmental, and other state and federal laws and regulations.
- Ability to effectively present technical information to groups in a classroom or lab environment.
- Ability to work flexible hours based upon program needs.
- Ability to set and meet guidelines and to handle multiple training projects concurrently.
- Ability to work in an automated work environment.

Salary: To be determined by applicants experience and education relative to the specified requirements of the position.

Application Procedure: The following process must be followed.

- Please send a detailed resume to:
ContinuingEd@chattanoogaastate.edu
ATTN: Ju-Hsin Lusk
Or
- Send resume to address below.
- Upon review, you will be mailed/emailed/faxed an application form to complete and return to:

Chattanooga State Community College
Center for Continuing Education and Workforce Development
4501 Amnicola Highway CB1H 240-F
Chattanooga, TN 37401

Fax: 423-697-3325