To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this position description.

### POSITION SUMMARY

The Adjunct – Welding position provides quality instruction and maintains a positive learning environment in the classroom, with major emphasis placed on teaching, supporting and evaluating students. The Adjunct role provides instruction and monitors teaching/learning effectiveness in courses assigned by the Department Chair, or other leadership members. The incumbent must exhibit strong organizational skills and the ability to multitask while engaging large groups of people with complicated material.

### ESSENTIAL JOB FUNCTIONS

<table>
<thead>
<tr>
<th>Tasks</th>
<th>% of Time</th>
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<tbody>
<tr>
<td>Teaches assigned courses as scheduled. Designs curriculum embracing diversity, in all forms, to foster talent in students while modeling inclusive teaching strategies, with an understanding of the socio-cultural issues of traditionally underrepresented groups. Considers individual differences of students in order to design and support a range of appropriate learning activities. Participates in the identification of students with academic or other needs and responds by utilizing an appropriate resource. Uses technology in a manner appropriate to the nature and objectives of courses and programs and communicates clearly to students the expectations concerning the use of such technology. Keeps accurate and appropriate records in accordance with departmental policies. Maintains attendance records, determines and submits grades timely, and in accordance with established policies and procedures of the College, and communicates progress feedback as well as other relevant information to students throughout the semester. Distributes and maintain accurate syllabi that incorporates departmental, college, cross-college, and instructor requirements.</td>
<td>60%</td>
</tr>
<tr>
<td>CORE COMPETENCIES REQUIRED</td>
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<tr>
<td>Professionalism</td>
<td>Quality Focus</td>
</tr>
<tr>
<td>Managing Work</td>
<td>Communication</td>
</tr>
<tr>
<td>Continuous Improvement</td>
<td>Guiding Interactions</td>
</tr>
<tr>
<td>Customer/Student/Employee Focus</td>
<td>Positive Approach</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Planning &amp; Organizing</td>
</tr>
</tbody>
</table>
MINIMUM EDUCATION AND EXPERIENCE REQUIRED

High School Diploma or GED.
7 years of full-time employment as a building trades industrial/commercial welder.

*An appropriate combination of education, training, coursework and experience may qualify a candidate.

LICENSES AND CERTIFICATIONS

State Motor Vehicle Operator's License or demonstrable ability to gain access to work site(s).

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of: welding and metal fabrication as well as industry codes and standards; online instruction techniques and methods; Microsoft Office; requisite or willing to gain requisite computer skills needed for Blackboard and/or other student support systems; internet research; online communication and record-keeping.

Skill in: providing quality instruction; learning technologies and the use multi-media technology to enhance student learning; instructional planning and presentation; incorporating critical thinking, effective communication and other general education outcomes in course content; effective time management; proficiency with online communication record-keeping.

Ability to: effectively communicate and use interpersonal skills; create engaging learning environments that respect a wide variety of viewpoints; be sensitive to the needs and concerns of a diverse student population, socio-economic, cultural and ethnic backgrounds and students with disabilities; work independently without ongoing direct supervision; meet deadlines; perform student learning outcomes; maintain confidential and sensitive information, including FERPA.

PHYSICAL REQUIREMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. While performing duties of this job, the employee regularly exhibits digital dexterity when entering data into computer. The employee frequently sits for periods of time, stands, and walks. Employee converses verbally or manually with others in person as well as by telephone. Vision demands include close, relatively detailed vision when focusing on a computer screen. Employee occasionally lifts up to 10 pounds.
WORKING CONDITIONS

Typical classroom and welding laboratory environment. Occasional health, safety, and property hazard risk from fumes, gases, sparks, hot metal and radiant energy produced during hot work. Occasional exposure to dirt, dust, debris, odors, minor cuts, burns or other situations that may cause injury.

CSCC has the right to revise this position description at any time. This position description does not represent in any way a contract of employment.

_____________________________________________ ______________________________
Employee Signature Date

_____________________________________________ ______________________________
Supervisor Signature Date

If interested in applying, contact:

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