



Job Posting

Professor of Automotive Technology (AEC)

Date Posted: December 14, 2023
Posting End Date: Until filled

Cisco College is accepting resume packages for the position of Automotive Technology Professor. A minimum requirement for this position is 3-5 years of experience in a related field; however, an Associate's degree in Automotive Technology is required. An applicant must possess strong automotive diagnostic and troubleshooting skills, basic computer skills (Microsoft Office), knowledge of computerized information systems, strong interpersonal and communication skills, and the ability to foster a cooperative work environment.

(Please scroll down to review the complete job description for the position.) Resume packages are received via email and USPS, but *email is preferred*.

Please note: *A complete resume package must include a cover letter, completed Cisco College Application, resume, curriculum vitae and transcripts. Please ensure all required documents are included with your submission. Thank you!*

Submit your completed packet to:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

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Cisco College

Job Description

Job Title: Professor of Automotive Technology
Reports to: Division Chair

Job Summary

The primary responsibility of this individual is to provide quality instruction in automotive technology on the Abilene campus. This individual's responsibilities will include instruction in the variety of courses in the Automotive Technology Associate of Applied Science degree program as well as the three certificate programs in automotive technology. This person will be expected to teach automotive technology, direct student discussion, select laboratory learning experiences appropriate for meeting objectives and evaluate student performance in the classroom and laboratory. Responsibilities may include teaching courses over a distance education medium, teaching at a variety of locations and teaching a varied schedule of day and evening courses may also be required.

Faculty members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, faculty are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Provide quality learning experiences for students and maintain the integrity of course standards and objectives. Meet class punctually and keep class throughout the scheduled time as appropriate to provide quality learning experiences.
2. Follow the Teaching and Learning Council's guidelines for course syllabi and state clear learning objectives and assessment criteria. Assess student learning and provide consistent feedback to students for improvement.
3. Maintain five regular office hours per week designated as time available to assist students. Be available by appointment for additional hours according to student needs. Post hours on office door, clearly demonstrate availability and submit hours to supervisor.
4. Actively seek to stay current in the instructional discipline and in teaching and learning theory by participating in professional development. Follow through by making adjustments in delivery of courses to provide quality learning opportunities for students.

5. Support the mission of the College by serving on College committees, attending division and faculty meetings, and submitting all required paper work in a timely manner.
6. Participate in academic advising and registration with a positive attitude toward helping students. Stay current on advising policies.
7. Assist the Chair with divisional duties including but not limited to: scheduling, program planning, and curriculum and catalog development.
8. Complete all elements of the Faculty Evaluation Plan including having students evaluate courses and working with the Division Chair to establish goals and evaluate performance.
9. Participate actively in the College's Institutional Effectiveness and Assessment of Student Learning Programs to develop a more effective learning environment for Cisco College students.
10. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
11. Communicate clearly and effectively using the college network system, including e-mail, word processing, and the Campus Connect / FAS Module.
12. Represent the College in a professional manner to all constituencies and the general public.
13. Perform other related duties as assigned by the Division Chair and College Administration.

Minimum Qualifications

1. Associates of Applied Science Degree in Automotive Technology and a minimum of 3 years work related experience.
2. Hold ASE Master Technician Certification or be pursuing the certification.
3. Effective verbal and written communication skills.

Preferred Additional Qualifications

1. Teaching experience at the college level.
2. Thorough knowledge in the field of automotive technology.
3. Knowledge of teaching and instruction of various audiences and group dynamics.
4. Familiarity with and ability to operate or oversee the operation of audio-visual equipment.
5. Ability to operate or oversee the operation of computers and other written materials.
6. Ability to orally communicate effectively with others, using the English language, with or without the use of an interpreter.
7. Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
8. Ability to review, understand and apply concepts presented in training programs, conferences, and/or professional literature.