



Job Description Form

Division/Department	Curriculum Programs
Job Title	Curriculum Adjunct Faculty - Mechatronics
Reports to	Associate Dean of CTE

Level/Grade	Type of position: <input type="checkbox"/> Full-time Permanent <input type="checkbox"/> Full-time Temporary <input checked="" type="checkbox"/> Part-time Temporary <input type="checkbox"/> 9.5 month <input type="checkbox"/> 12 month	
Revision Date 8.1.2023		

INTRODUCTION TO MTCC

Location

MTCC is located in Marion, N.C., a small, pleasant town at the edge of the Blue Ridge Mountains with the tagline, "Where Main Street Meets the Mountains." Just off Interstate 40, Marion is located approximately 35 miles east of Asheville in McDowell County.

The College

Our Vision at MTCC is to *learn and grow* while focusing on individuals, our community, and our institution. In our recently-launched Vision 2025 Plan, we established a new set of College Value statements that guide our employees' work:

- We are **Caring** and **Supportive** of all.
- We are **Reliable** and **Available** when needed.
- We are **Sincere** in our Commitment.
- We are **Amazing**.

Institutional Goals—All employees play a role in our collective work to make measurable progress by the end of 2025 towards each goal.

- Goal 1: Access—We will expand learning opportunities and remove barriers to enrollment.
- Goal 2: Retention and Progression—We will enhance student support with holistic, wrap-around student services and decrease barriers to persistence.
- Goal 3: Quality—We will improve quality through intentional partnerships and finding equitable solutions to enhance the learning environment.
- Goal 4: Success-- We will increase opportunities for student success and transitions to further education or employment.

GENERAL RESPONSIBILITIES

Under the supervision of the Program Coordinator/Lead Faculty Member, the Associate Dean of Career and Technical Education and the Dean of Curriculum Programs and in accordance with the overall plan of the College, the mechatronics curriculum faculty provide effective learning conditions for all students through the design, planning, organization, execution, and evaluation of student performance in assigned areas, curriculum courses, classes or programs.

SPECIFIC RESPONSIBILITIES

1. Instruct scheduled courses (in area of specialty of training) in accordance with the Program of Study and the description published in the MTCC Catalog and the North Carolina Community College System Common Course Library.
2. Participates in implementation of program policies for admission, progression and retention to support students in meeting graduation requirements.

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3. Assists with coordination of observational experiences with workforce and industry partners.
4. Participates in departmental, advisory, and administrative support committee meetings as scheduled.
5. Instruct course load in compliance with faculty workload policy for adult students, workforce development and dual enrollment programs to include day/evening/weekend semester schedules when necessary.
6. Accurately complete and submit paperwork in a timely manner to the appropriate area, including: office hours, course syllabus for each course taught, attendance rosters, grade sheets, drop/add forms, independent study forms, course substitutions, credit by exam forms, surveys, etc.
7. Recommend textbooks with Associate Dean of CTE and/or Department chair in accordance with the college's textbook ordering procedures.
8. Supports the college in planning and implementation of diversity, equity, and inclusion.
9. Actively participate in professional development activities related to respective disciplines for personal growth development including membership in professional organizations.
10. Implement all policies as established by the Board of Trustees.
11. Maintains current knowledge in the appropriate academic fields; participates in staff development programs, workshops, seminars, and other continuing education programs as appropriate.
12. Participates in recruitment of students and/or promotion of college programs as appropriate for the teaching area.
13. Perform other duties as assigned.

QUALIFICATIONS

Minimum Required

Certificate or Diploma in Mechatronics or Mechanical/Electrical Systems with at least two (2) years experience that includes Mechanical, Electrical or Control Systems Engineering, Mechatronics Engineering Technology, Industrial Technology or a related field from a regionally accredited school or an equivalent combination of education and experience. Working knowledge of programmable logic controls, mechanical systems, electronics, pneumatics and hydraulics, and robotics. Must possess excellent oral and written communication skills and proficiency with computer software and learning management systems. Must hold a valid North Carolina driver's license. Ability to present a professional teaching presence for theory and practical skills to develop rapport with students, faculty and workforce industry partners.

Preferred

Associate Degree in related field with three (3) to five (5) years of practical work experience in the Mechanical, Electrical industry; residential, industrial experience; and equivalent combination teaching experience are preferred. Faculty must demonstrate competence in subject matter and be dedicated to adult and community college education. Faculty must be competent in oral and written communication and in technology. Bilingual a plus.