

CNC Instructor, Vincennes, IN

ESSENTIAL DUTIES & RESPONSIBILITIES:

The CNC Instructor (Adjunct) is responsible to the Assistant Vice President of Outreach & Engagement for the delivery of quality instruction and management of students enrolled in CNC training. Responsibilities will include the instruction, development, implementation, and evaluation of CNC training programs in collaboration with peers. Duties include, but are not limited to:

- Teach courses to a diverse student body of nontraditional and traditional learners.
- Develop a variety of effective teaching techniques and assessment methods.
- Engage student interest to support a variety of learning styles.
- Helping with the ongoing development of the HTEC and related training and certification programs at Vincennes University.
- Support installation, implementation, and maintenance of CNC and manual machining equipment and systems for training and certification.
- Train Haas Automation customers and other industrial and manufacturing customers.
- Train and certify HTEC Network teachers.
- Maintain records of student enrollment and performance.
- Interact professionally in person and online with internal and external partners, stakeholders, and students.
- Maintain established classroom and office hours.
- Assist in recruiting and retaining students in the program.
- Attend various employee meetings, training, committees, and other special activities, as directed by the supervisor.
- Support the department in developing reports and budget projections for supplies and equipment.
- Ability to occasionally lift or move materials and equipment.
- Work and prioritize duties independently.
- Maintain a clean, orderly work environment.
- Exhibit excellent organizational skills.
- Some travel may be required to attend manufacturing shows and conferences. The employee must possess a valid driver's license.

EDUCATION AND EXPERIENCE:

Education Required:

- Associate degree in machining or a related field from a regionally accredited institution
- National Institute for Metalworking Skills (NIMS) Credentials: Measurement, Materials, & Safety and Job Planning, Benchwork, and Layout

Education Preferred:

- Bachelor's degree in machining or a related field from a regionally accredited institution
- Four or more NIMS credentials

Experience Required:

- 3 years of relevant industry experience as a machinist
- 2 years of experience with setup and operation of Haas CNC mills and lathes
- 1-year experience with Haas CNC programming, including G&M-Code
- 1-year experience with MasterCAM programming

Experience Preferred:

- Community college teaching experience
- More than three years of relevant industry experience as a machinist
- Conversational mill/lathe programming
- Multi-Axis on mills and lathes
- Manual machining
- Welding and fabrication
- Tooling & Workholding
- Coordinate Measuring Machine Operation
- General Metrology, Quality Control, and Print Reading

LANGUAGE SKILLS: College level appropriate for teaching, academic advising, recruitment, and retention of students and representation of Vincennes University.

MATHEMATICAL SKILLS: Skills appropriate to effectively teach, administer budgets, forecast needs, and generate reports.

REASONING SKILLS: Strong problem-solving skills.

INTERPERSONAL

SKILLS: Excellent oral & written communication skills. Friendly, outgoing, respectful attitude.

POSITION LOCATION: Vincennes University Indiana Center for Applied Technology, Vincennes, IN

How to Apply: Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName_FirstInitial_JobTitle** to jobs@vinu.edu or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check.

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