GADSDEN STATE COMMUNITY COLLEGE
JOB DESCRIPTION

Gadsden Campuses

Created on: 5/30/2025
Revised on: 6/3/2025

Job Title	Salary Schedule	Grade	Job No.
Industrial Automation Instructor	**D1**		**ID9620**
Reports To	**FLSA Status**	**Grant Funded**	**Tenure Track**
Division Chair	Non Exempt	No	Yes

JOB SUMMARY: The Industrial Automation Technology Instructor is responsible for teaching core courses in Electronic Engineering Technology, Mechatronics, Robotics & Automation, Electrical Technology, and Industrial Automation Technology. This position involves preparing course materials, delivering instruction in classrooms, labs, and online formats, and maintaining instructional equipment. Additional duties include advising students, participating in curriculum assessments, and supporting the college's instructional goals.

QUALIFICATIONS:

- Associate's degree from an approved U.S. Department of Education accredited institution **required**
- Twenty-seven (27) semester hours of specialized course work equivalent to the associate degree in one of the following areas: Electronics, Electrical, Mechatronics or Industrial Automation Technology programs **required**
- Three (3) years of successful full-time experience as a practitioner in the field **required**

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Hands-on practical understanding of engineering concepts and technical operation
- Individuals have Professional industry-recognized credentials
- Experience in motor controls, programmable logic controls, and robotic trouble shooting
- Commitment to college teaching
- Experience with online teaching methodologies and formats
- Competency in the use of current educational technologies and willingness to develop and teach web-based courses
- Teaching experience in a college setting
- Excellent oral, written, and interpersonal skills
- Commitment to the community college mission
- Commitment to all students, including those of diverse cultures and ethnic backgrounds
- Successful problem-solving skills
- Ability to work independently
- Ability to deal effectively with students, other employees, and the public
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DUTIES:

- Instructs core curriculum classes in Electronic Engineering Technology/Mechatronics, Robotics & Automation, Electrical Technology, and Industrial Automation Technology
- Conducts instruction in a wide variety of settings and timeframes to include day, evening, and weekends at any instructional site. *Some traveling may be required*
- Assists in the planning for instruction; prepare course materials, objectives, syllabi, and curriculum design
- Organizes and maintain instructional equipment as required
- Serves as faculty advisor to an assigned group of students
- Participates in assessments at both the course and program levels
- Conducts duties in accordance with local, state, and federal regulations and laws
- Complies with all policies of the Alabama Community College System and the College
- Serves on committees
- Attends meetings, training sessions, college events and graduation
- Pursues professional development
- Performs other duties as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- Mobility: Primarily sedentary with regular movement around classrooms, labs, and workshops. Includes standing, walking, bending, stooping, and reaching during hands-on demonstrations
- Manual Dexterity: Frequent use of hands and fingers to operate instructional tools and equipment such as circuit boards, control systems, and robotics technology
- Lifting: Occasional lifting and carrying of instructional materials and equipment, typically up to 50 pounds
- Communication: Clear and effective verbal and written communication is essential for instructing students and collaborating with colleagues

Work Environment:

- Setting: Instruction occurs in classroom, laboratory, and workshop environments, as well as online settings. Exposure to tools, equipment, and machinery used in industrial automation and electronics labs
- Travel: Occasional travel between instructional sites and for professional development or college events
- Schedule: Teaching assignments may include daytime, evening, and weekend hours, requiring flexibility to meet course and student needs

- Interaction: Regular interaction with students, faculty, staff, and external partners, requiring strong interpersonal skills and a commitment to a diverse and inclusive educational environment

Reviewed by: HR Manager

Employee Name:

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Employee Signature **Date**