



**C**ollege of  
**M**enominee  
**N**ation  
KESHENA • GREEN BAY

Position Title: <b>Trades Instructor - Machining</b>	Reports to: <b>Technical Education Coordinator</b>
Department: <b>Letters &amp; Science</b>	FLSA Status: Exempt
Classification: <b>Adjunct Faculty</b>	Benefit Eligibility: <b>No</b>
SOC Code:	Last Updated: 9/17/2018
Home Campus: <b>Keshena Campus</b>	Posting Status: Open
Grant Funded: <b>Fully Grant Funded</b>	Application Deadline: Ongoing Recruitment

**Position Summary:** This position is responsible for providing quality instruction to students in the CNC Machinist program. Under the supervision of the Dean, the Trades Instructor is responsible for the following:

**Position Responsibilities & Duties:**

- Teach up to 9 credits per semester in assigned courses in machining and other trades curriculum.
- Equip students with the necessary occupation-specific and employability skills for success in the workplace.
- Display the ability to work with a variety of cultures, languages, educational and economic backgrounds in a classroom setting.
- Assess students pre-course and post-course to determine amount of academic progress.
- Develop, update and review curricula for the assigned courses/community education classes.
- Integrate instruction with current technological tools.
- Instruct students to machine quality parts by programming, setting up, and operating a computer numerical control (CNC) and manual machines.
- Maintain quality and safety standards in a school setting.
- Maintain and update equipment, supplies and software.
- Assist with employer linkages, related apprenticeship programs, and job placement for program students.
- Participate in CMN recruiting, professional development, committees, accreditation, and assessment processes as needed.
- Maintain required documents: class rosters, course syllabus, student grade book, student progress notes, etc.
- Participate in the trades occupations technical advisory committee with employer representatives.
- Other duties as assigned.

**Minimum Qualifications-**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Two year diploma in machine tool technology/machinist.
- Four full-time years (or equivalent) of verified related paid work experience in machine setup, programming (using MasterCAM or a related software), troubleshooting and operation of both manual and CNC equipment.
- Strong computer skills, CAM, CAD, Solid modeling and Microsoft Office software.
- Knowledge of Safety, Shop Math, Metrology, Blueprint Reading, GD&T, Quality Control, CNC Programming, CNC and Manual Machine Tooling, CNC and Manual Machine Setup, and CNC Operation, troubleshooting, inspection, jigs and fixtures, and EDM (Electrical Discharged Machines).
- Experience incorporating technology into curriculum delivery
- Ability to build rapport and trust with our students, dependability, a sense of urgency and commitment, strong communication and public speaking skills, and patience.

- Ability to machine a variety of materials including metal ,wood, plastic and stone.

**Desired Qualification:**

- Degree in education or three years of successful full-time (or equivalent) training experience.
- Two years teaching experience in a high school, community college or technical school setting.
- Experience developing and using student-centered, active and experiential learning strategies.

**Reporting to this Position:** None

**Physical Demands & Work Environment:**

Physical demands are classified as Moderate - lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs teaching or instructing Functions - Frequently

-Exposure to office/class room environment - Frequently

-Exposure to shop or maintenance environment - Occasionally

**Tools & Equipment Used:** CNC lathe, CNC mill, CNC router, precision tools, gages, hand tools, drill bits, tap & die set, power tools, surface grinder, manual lathe and mill, grinding machines, saws, welders, computers, general office equipment, edge banders, edge foilers, end tenoners, packout equipment, drill press, hinge boring machines, groovers, notch machines, CAD, planer, sanders, jointer, routers and moulders.

### **APPLICATION PROCESS**

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

**It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.**

Application materials can be mailed to:

College Of Menominee Nation

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135.

or

Email to: [hr@menominee.edu](mailto:hr@menominee.edu)

An online application is available at: <http://www.menominee.edu/careers>

**NOTE: Pre-employment drug testing is part of the hiring process.  
EOE/MITW 82-10**