



**Mississippi Gulf Coast Community College**  
**Notice of Vacancy**

**Location of Position:** Jackson County Campus, Gautier, Mississippi

<b>Position Available:</b>  <b>Millwright/Outside Machinist Instructor</b>	<b>Classification:</b> _____ Administration <u> X </u> Faculty _____ Staff                    _____ Hourly
<b>Date Position Available:</b>	<b>Salary Scale:</b> Salary based on experience and education

**Qualifications & Experience:**

**MANDATORY:** (M1) Minimum of an Associate’s Degree. (M2) Minimum of five years relevant field experience (Millwright/Industrial Maintenance.

**DESIRABLE:** (D1) Bachelor’s Degree. (D2) Community College level teaching experience. (D3) Demonstrated proficiency with MS Office products. (D4) Ten years’ experience in the field (Millwright/Industrial Maintenance. (D5) Proficient written and verbal communication skills.

**The College:**  
 The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.

State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.

<b>Application Information &amp; Deadline</b>	
For additional information on the position, contact:  Lisa Rhodes Dean of Teaching and Learning MGCCC-JC Campus 2300 Hwy 90 Gautier, MS 39553 228-497-7627 Lisa.rhodes@mgccc.edu	Complete official college application form, resume, and transcripts will be received in the People Admin until the position is filled. Review of applications will begin after:  <p style="text-align: center;"><b>Open until filled</b></p>

**Job Listing Web Address: [www.mgccc.edu](http://www.mgccc.edu)**

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, age or qualified disability in its programs and activities. For further information, contact the Equal Employment Opportunity Officer at a Mississippi Gulf Coast Community College Campus, Center or the District Office. Compliance is coordinated by the Associate Vice President of Administration, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-6672, email address [compliance@mgccc.edu](mailto:compliance@mgccc.edu) .



## **JOB DESCRIPTION**

### **Millwright/Outside Machinist**

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**GENERAL STATEMENT OF FUNCTION:** Responsible for the teaching of assigned courses at assigned times and as well as the other responsibilities inherent in this position. Reports to the Dean of Teaching and Learning.

#### **DUTIES AND RESPONSIBILITIES:**

1. Counsel and advise student in matters related to their programs of study.
2. Strive constantly to improve the methods, content, and value of each course taught, at all times striving to better understand the students and their needs for the present and future. Objective based, prescriptive, individualized methods of instruction will be stressed.
3. Assume responsibilities for teaching, in addition to skills and knowledge, good citizenship, respect for the rights of others, respect for school property, and the proper attitude toward the college, both in and out of the classroom.
4. Assume responsibility for the upkeep of laboratory and classroom equipment and inventory in the program area and the inventory of the same.
5. Provide additional support in other student services activities during pre-registration and registration periods.
6. Assist with campus-wide student recruitment and retention efforts.
7. Service as an active team member of appropriate center and college committees as appointed and work jointly with all members to insure that the public is served in a pleasant, professional, and accommodating atmosphere,
8. Attend appropriate conferences, workshops, and seminars to facilitate professional development.
9. Abide by all Mississippi Gulf Coast Community College policies and procedures.
10. Abide by all State regulatory and licensure requirements.
11. Coordinate and cooperate with college and other campuses and schools in operation of the program.
12. Serve as Advisor for SkillsUSA, encourage student participation, and assist in all activities, conference, and competitions of this and other student organization.
13. Realize one's importance as public relations agent and that each contact, whether with a student or with a member of the community, is very important in the public relations program.
14. Participate in an orientation program for new students.
15. Document college data needed to complete the Initial, Final, Follow-up and other related Data in a timely manner.
16. Maintain individual student files for a minimum of three years.
17. Accepts and performs all duties to the best of his/her ability.
18. Perform other duties that are implied, related, and/or recommended by the Dean of Teaching and Learning or his designee.