

**NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**JOB DESCRIPTION**

**TITLE:** Part-Time Production Welding and Advanced Welding Technology Lab Assistant

**DIVISION:** Applied Technology

**BASIC FUNCTION:** Assist the Production Welding Program faculty with instruction, assessing student progress, and maintaining safety requirements in the welding lab.

This is a part-time, hourly position, between 24-29 hours per week. The work schedule will vary between the hours of 8:00 a.m. until 2:30 p.m. Monday through Friday.

**QUALIFICATIONS:** **Required -** Associate's Degree in Advanced Welding Technician or diploma in Production Welding or a related field, or three years of welding work experience.  
Excellent oral and written communication skills and human relations skills.  
Effective organizational skills, particularly as they relate to the teaching and learning process and to project work in the lab.  
Basic computer skills.

**Preferred –** Understanding of the community college philosophy and the community college student.  
Previous instructional and/or training experience.  
Previous work experience in the welding field.  
Knowledgeable and skilled with service procedures related to keeping welding equipment operational.  
Capable of driving a pickup and trailer to pickup and deliver materials used for the welding program.  
Bilingual in English and Spanish languages.

***Copies of all academic transcripts are required. Unofficial copies are acceptable at the time of application. Upon receipt of a conditional offer of employment, a complete set of original transcripts will be required.***

**SUPERVISOR:** Dean of Applied Technology

**DESIRED QUALITIES AND CHARACTERISTICS:**

1. Self-directed. Able to work with minimal supervision.
2. Committed to creating and maintaining a safe environment that is conducive to student learning.
3. Committed to leading and maintaining an inclusive, open-access environment.
4. Able to work in a team-oriented, collaborative environment.

**DUTIES/RESPONSIBILITIES:**

1. Function in a team with program faculty to promote, develop, and deliver quality educational programs that are in the best interest of the students, the college, and the community.
2. Organize and teach labs as assigned by the Production Welding Program instructor and/or the Dean of Applied Technology.
3. Oversee lab projects in a punctual manner and for the duration of a scheduled lab session.

**DUTIES/RESPONSIBILITIES (CONT):**

4. Assist with the retention of program students.
5. Maintain competency and knowledge of current practices and trends in the welding industry.
6. Maintain program equipment; create and submit reports of repairs to the Production Welding Program instructor and/or the Dean of Applied Technology.
7. Maintain a clean and safe welding lab environment that is conducive to student learning.
8. Exhibit a positive and professional demeanor and attitude, contributing to a productive and growth-oriented educational environment.
9. Maintain confidentiality regarding students and colleagues.
10. Demonstrate punctuality when responding to requests from the Production Welding Program instructor, the Dean of Applied Technology, and/or other college administrators.
11. Assess student progress and maintain accurate and current grade records by working alongside the production welding instructor.
12. Attend program and/or division meetings as appropriate.
13. Complete additional duties as assigned.

**GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:**

**PHYSICAL ACTIVITY**

N = Not Applicable  
S = Seldom (1-9%)

O = Occasional (10-33%)  
F = Frequent (34-66%)

C = Constant (67-100%)

- O    Stooping: Bending body downward and forward by bending spine at the waist.
- S    Kneeling: Bending legs at knee to come to a rest on knee and hands.
- O    Crouching: Bending body downward and forward by bending leg and spine.
- N    Crawling: Moving about on hands and knees or hands and feet.
- O    Reaching: Extending hand(s) and arm(s) in any direction.
- F    Standing: Particularly for sustained periods of time.
- O    Sitting: Particularly for sustained periods of time.
- F    Walking: Moving about on foot to accomplish task, particularly for longer distances.
- S    Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- S    Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- S    Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
- S    Grasping: Applying pressure to an object with the fingers and palm.
- C    Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
- C    Hearing: Perceiving the nature of sounds.
- N    Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc.
- N    Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- S    Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
- C    Visual Acuity: View computer and/or close visual work less than 18” of distance.
- S    Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Either own transportation is needed or NCC provides transportation.)

**ENVIRONMENTAL CONDITIONS**

None. Worker is not substantially exposed to adverse environmental conditions. Conditions are those of a typical office or administrative work.

**The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.**

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**WAGE/SALARY RANGE:** \$20.80 - \$25.45 per hour based on experience and education.

**APPLICATION CLOSING DATE:** Applications accepted until the position is filled.

**ANTICIPATED EMPLOYMENT DATE:** As soon as possible.

**APPLICATION PROCESS:** If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. ***Do not*** state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. ***When indicated, copies of all academic transcripts must be included.***

**SELECTION PROCESS:** Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

**FOR INFORMATION CONTACT:** Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: [rcarlson@nwicc.edu](mailto:rcarlson@nwicc.edu).

*It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).*

*If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D403b or room A101D, email [equity@nwicc.edu](mailto:equity@nwicc.edu), phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).*