

LOUISIANA MSHA GRANT INSTRUCTIONAL PROGRAM

DIRECTOR/INSTRUCTOR

NTCC-Campus Location TBD

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, Grant funded, unclassified position. The campus is to be determined. ****This is a grant-funded position. Should the grant funds no longer be available and an alternate funding source is not determined, then the position may be terminated.****

Applications will be accepted until position is filled, with preference being given to those received on or before March 15, 2024.

All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (no copies, will accept e-scripts) For a transcript to be considered official, it must be sent directly from the school/college/university to Human Resources at the following address or email:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu

Job Summary:

The MSHA Grant Instructional Director will work a flexible schedule to oversee all instructional aspects of the Louisiana MSHA Grant. The Instructional Program Director will have the responsibility of developing both general and specific instructional program goals, review MSHA program income/expenditures, as well as, the grant expenditures and make fiscal recommendations to the campus dean on a monthly basis. The Instructional Program Director will have the responsibility of recruiting, selecting, training, and supervising all qualified MSHA instructors in preparing and conducting MSHA training classes, assist with the hiring process of the MSHA adjunct instructors, and conduct an annual evaluation of each adjunct instructor. This position will work with federal, state and local organizations, business and industries including Louisiana mining operations to introduce and promote the Northshore Technical Community MSHA program. Additional responsibilities include attending national conventions and mining contests to update training materials and be a visible present in the mining community, visiting mining sites and discussing MSHA training requirements and assisting the mining operations reach their safety requirements, attending the Joseph Holmes meetings regularly to network with other safety professionals, providing instructional services to conduct the following safety classes:

CFR 30 Part 46 Annual Refresher classes, Newly Hired Experienced Miner classes.
CFR 30 Part 56 and 57 First-Aid /CPR/AED
MSHA Train the Trainer Course

All Part 48 classes. Train the Trainer classes, First-Aid and CPR classes are nationally recognized classes (national industry-based certifications). Lastly, the MSHA Grant Instructional Director with assist the MSHA Program Coordinator to collect non-credit student completed applications, to prepare the annual MSHA Grant and complete any other assignments by the Campus Dean.

QUALIFICATIONS:

Minimum Educational Requirements – High School Diploma
Some College preferred
Experience – Minimum 5 years safety experience
Computer Skills
Excellent Interpersonal Skills

RESPONSIBILITIES:

School Management

1. Practice appropriate safety precautions
2. Maintain student discipline
3. Meet all deadlines related to this function

Student Guidance/Advising Activities

1. Develop a process to collect all required student data
2. Provide consumer information related to the MSHA program
3. Meet all deadlines related to this function

College and/or Community Services

1. Participate in recruitment activities, i.e. career fairs, etc.
Provide service to the college that may include some of the following activities:
Serve on or chair committees
Facilities workshops
Serve on NTTC or Campus Committees
Provide service to the community that may include
Participate in health fairs
Participate in charity or community activities
Participate in community organizations (i.e. Joseph Holmes Meetings, United Way, Chamber of Commerce, Rotary, Lions Club, Boy Scouts, 4-H Club, etc.)
Meet all deadlines in this function

Professional Activities, Leadership, and Service

1. Participate in professional development activities that may include
Membership in professional organizations
Present a paper or facilitate a workshop at a professional conference
Participate in industry visits
Exemplify Leadership role on NTC or LCTCS Committees
Meet all deadlines related to this function

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality

of work related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Excellent customer service skills.

2. Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

3. Software Used: A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.