

**NASHUA COMMUNITY COLLEGE
SUPPLEMENTAL JOB DESCRIPTION**

INCUMBENT: Karl Wunderlich

FLSA: Exempt

EEO-6: 2-20 (Faculty)

SOC CODE: 25-1000

CLASSIFICATION: CC Associate Professor

CLASSIFICATION CODE: 208100

POSITION TITLE: Associate Professor –
Automotive Technology/Collision Repair

DATE ESTABLISHED: 7/1/11

POSITION NUMBER: N1R00054

DATE OF LAST AMENDMENT: 3/31/21

SCOPE OF WORK: To educate students and develop curricula in the Automotive Technology/Collision Repair Associate Degree Program. This position reports to the Vice President of Academic Affairs at Nashua Community College at Nashua Community College.

ACCOUNTABILITIES:

- Teaches Automotive Technology/Collision Repair related courses within the Automotive Technology/Collision Repair Programs and other related courses as assigned.
- Demonstrates teaching effectiveness through the development of instructional materials that comply with established course content, integrate theory with applications, clearly define course goals, observe program and institutional accreditations standards, promote critical thinking and life skills, and responds to diverse academic needs.
- Maintains accessibility and availability to assist students with their learning needs and advises individuals or groups of students in academic matters and exercises professional judgment in referring students to appropriate personnel.
- Supervises student learning activities and academic progress and maintains accurate records of student progress and accomplishments. Consults with and interprets these to students and maintains accessibility and availability to assist students with their learning needs.
- Coordinates departmental activities and operations by developing credit and non-credit programs and/or courses, sharing teaching and learning methodologies with peers, serving as an academic resource, cultivating and maintaining collaborative relationships with business and industry within the field of Automotive Technology/Collision Repair, providing leadership in the development of articulation initiatives, maintaining educational equipment and spaces, and requisitioning instructional equipment, supplies or classroom materials.
- Assists in the planning, development, and implementation of college sponsored recruitment and retention activities including career and job fairs, student orientations, registrations, and award ceremonies, and/or advising student activity groups, as assigned.
- Engages in professional activities related to the Automotive Technology/Collision Repair Program discipline that partner the college with the wider community by serving on college or system teams, or participating in community-sponsored events, as assigned.
- Remains technologically and pedagogically current within the field of Automotive Technology/Collision Repair through participation in relevant professional associations and educational and training activities. Utilizes appropriate instructional and administrative technologies as required for teaching effectiveness and college operations/communication.
- Observes all academic policies and procedures and institutional rules and regulations and demonstrates ethical and professional behavior.
- Serves on and leads college or system committees, as assigned.
- Complies with all system, college, state and federal rules and regulations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor’s degree from a regionally accredited college or university with major study in a Vocational/Technical Education, Automotive Technology/Collision Repair or closely related field. Possession of a Bachelor’s degree in Education shall require an Associate’s degree in Vocational/Technical Education, Automotive Technology/Collision Repair, or closely related field.

Experience: Six (6) years of teaching experience in automotive teaching, automotive service industry or six (6) years of business or industry experience directly related to the field of Automotive Technology/Collision Repair.

OR

Education: Associate’s degree from a regionally accredited college or technical school with major study in a Vocational/Technical Education, Automotive Technology/Collision Repair or closely related field.

Experience: Eight (8) years of teaching experience in automotive teaching, automotive service industry, or eight (8) years of business or industry experience directly related to the field of Automotive Technology/Collision Repair.

LICENSE/CERTIFICATION: Valid driver’s license; valid ASE Master Collision Repair Technician.

RECOMMENDED WORK TRAITS: Thorough knowledge of teaching methods and materials, problems and subject matter as relates to course of instruction. Considerable knowledge of the principles, methods, techniques, materials, tools and equipment used in postsecondary teaching. Knowledge of educational standards and procedures in the Technical Institute or College to which assigned. Ability to work with and secure the cooperation of others. Ability to maintain comprehensive records of the progress and development of the individual student. Evidence of good professional attitude. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college appointing authority.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee’s Name (print)

Employee’s Signature

Date Reviewed

Supervisor’s Name and Title: Robyn Griswold, Interim Vice President of Academic Affairs

The above job description accurately measures this employee’s job duties.

Supervisor’s Signature

____/____/____
Date Reviewed

CCSNH Director of Human Resources

____/____/____
Date Approved