



## VACANCY POSTING NOTICE – August 1, 2025

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**Title: Instructor, Electrical Technology Coordinator**

**Salary Range: \$45,000**

**Contract Term Length: 10 Months**

**Standard Hours: 37.5**

**Work Location: On-Site**

**FLSA Status: Exempt**

**College: Henderson Community College**

**Department: Division of Science & Technology**

### **Total Rewards**

Henderson Community College offers a competitive benefits package and an attractive work environment that supports excellence, innovation, and creativity including:

- Exceptional health care, vision, dental coverage for you and your family
- Tuition reimbursement/waiver for you, your spouse, and dependents
- 403(b) retirement plan: a 5% employee contribution receives a 10% employer match
- Vacation/Sick Time
- Work-Life Balance
- 9.5 Paid Holidays
- 2 Weeks Institutional Closing Pay (Last 2 weeks of December) for qualifying positions
- Employee Assistance Program

### **Job Summary**

This position will serve as a full-time instructor and faculty member for Henderson Community College in the area of Electrical Technology. Faculty responsibilities include advising, committee work, and other institutional service, community service, and professional development. The successful candidate must possess a strong commitment to student learning and will be receptive to using active and engaged teaching methods and technology in the classroom. In addition, candidates should demonstrate an interest in the mission of the comprehensive community college concept.

### **Job Duties:**

- Teach face-to-face, hybrid, and online classes, creating & maintaining a welcoming classroom environment that is conducive to learning and student engagement.
- Utilize the Learning Management System (Blackboard Ultra) to support classroom instruction and management.
- Assist in the development, assessment, and revision of curriculum.
- Mentor students in curriculum and career choices.
- Use effective teaching methodologies and regularly review/update course content and teaching strategies.
- Provide accurate and informative syllabi to communicate student expectations and establish mutual respect.
- Actively communicate student expectations, deadlines, and feedback on work completed.
- Maintain 8-10 regular office hours.
- Serve on college committees, participate in college events and activities, and assist in data reporting processes upon request.
- Provide external service to the community.
- Serve on the KCTCS curriculum committee for Electrical Technology.
- Collaborate with dual credit instructors at HCHS and UCHS who teach ELT. Develop and maintain ELT program pathways.
- Participate in professional development activities and seek continuous professional improvement.
- Pursue educational leadership opportunities.
- Attend departmental meetings and assist with departmental activities.
- Teach Electrical Technology coursework each semester.
- Perform other duties as assigned based on institutional need.

### **Minimum Qualifications:**

- Four-year college degree in Electrical Technology, Electrical Engineering, Industrial Maintenance Technology with an emphasis in Industrial Electricity.
  - Work experience as an industrial or residential electrician
  - Public leadership experience. • Ability to plan, organize, and implement events and day-to-day operations/duties.
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- Demonstrate and facilitate team spirit in the department and community.

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**Preferred Qualifications:**

- Previous teaching experience at the secondary and/or postsecondary level is preferred.
  - Master's degree in Electrical Technology, Electrical Engineering, Industrial Maintenance Technology with an emphasis in Industrial Electricity.
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**Position will be open until filled; will begin reviewing applications on August 8, 2025.**

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*Employee Rights - [Employee Polygraph Protection Act](#)*

*Equal Opportunity Employer - The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.*

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