

July 12, 2010

**Saint Paul College-A Community & Technical College**  
**NOTICE OF POSITION OPENING**  
**Machine Tool Instructor**  
**Temporary, Part-Time**

**Responsibilities:**

Saint Paul College is accepting resumes for one Temporary, Part-Time (adjunct) Machine Tool Instructor. Instructor is responsible for all activities related to college teaching and learning including, but not limited to instructional planning and curriculum development, instructional facilitation, student evaluation and assessment of student learning, student records, student recruitment, retention and advising, student placement, lab/climate management, interpersonal relations, effective team member skills and duties, maintenance of professional skills and credentials and industry relationships, and participation on college committees. Must be available to teach Fall Semester; both afternoon and/or evening classes, beginning August 23, 2010. There may also be potential for additional teaching assignment Spring Semester 2011.

**Minimum Qualifications:**

- MnSCU eligibility for credentialing is required. See following website below for criteria:  
<http://www.cfc.mnscu.edu/fields/Code/credentials.php?action=view&cid=259>
- Excellent interpersonal and team building skills;
- Evidence of experience working with persons/groups of diverse cultures and backgrounds;
- Knowledge of multi-cultural, gender- and disability-fair curriculum development;
- Knowledgeable and experienced in the use of Microsoft Office XP (Word, Excel, Outlook, PowerPoint).

**Preferred Qualifications**

- Bachelor's degree;
- Ten years or more experience in machining and machine tool technology;
- Knowledge of and experience in one or more of the following: Machining, Manufacturing, Engineering Drawings, Material Process, CNC, CAM, Tool Design, EDM, Pro-E and Solid Works;
- Two years of Machine Tool teaching experience.

**Application and Salary Information:**

Send letter of interest, resume, contact information for three professional references and copy of transcripts (official transcripts required at hire) via US mail, email or FAX to:

Saint Paul College-A Community & Technical College  
Human Resource Office  
235 Marshall Avenue, St. Paul, MN 55102  
Fax: (651) 846-1462  
Email: [employment@saintpaul.edu](mailto:employment@saintpaul.edu)

Application deadline is Friday, July 30, 2010 and review of resumes will begin August 2, 2010. Salary and benefits provided according to the Minnesota State College Faculty negotiated labor agreement. The salary range for this position is \$33,500-\$68,500. If you have any specific questions about this position, please call Gary Hertel, Dean – Technical, Trade & Apprenticeship Division, Saint Paul College, (651) 846-1315.

Please complete the Flow Survey Questionnaire you will find listed on our website, [www.saintpaul.edu](http://www.saintpaul.edu); “About Us”; “Jobs at Saint Paul College”; “How to apply”.

This document can be made available in alternative formats such as large print, Braille or audio tape by calling 651-846-1400.

*Saint Paul College is an Equal Opportunity Educator and Employer*