



POSITION ANNOUNCEMENT

POSITION: Entertainment Technology / Broadcast Engineering Instructor

POSITION DESCRIPTION: Under supervision of the Dean of Business, Personal and Public Services and the Personal and Public Services Division Chair or designee, the entertainment technology / broadcast engineering instructor will perform all aspects of instruction for the Entertainment Technology Program.

Minimum Qualifications:

- B.S. degree in electrical engineering, broadcast engineering or related field.
- 5 years of broadcast engineering experience, preferably in a major market.
- Excellent written and oral communications skills along with excellent computer skills.
- Ability to work well with students, peers, and administrators.

Preferred Qualifications:

- Teaching experience.
- Experience with the following equipment: Panasonic P2 HD equipment and P2 work flow including server file sharing via fiber optic cable; Cat DV software as it applies to media logging and backup; Mac computers – Power Mac, G5 and iMac; HD Control room equipment – video switchers (Ross, Panasonic), Chyron character generators, video servers, routers, CCUs, intercom and ifb systems; Production software including Final Cut Pro, Photoshop, Illustrator, After Effects, Cinema 4D, Dreamweaver, Flash; Microsoft application – OS, Word, Excel, Access, PowerPoint and Publisher; Sony standard definition field DV cam camcorders.

SALARY/BENEFITS: Salary commensurate with education and experience. Benefits include: paid holidays, annual leave, and the State of Georgia Flexible Benefits Program.

APPLICATION PROCEDURE: APPLY ONLINE ONLY. For a complete file fill out the online application, upload cover letter, resume, and transcripts. Before a candidate is hired, a pre-employment criminal background investigation and employer / professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

RESPONSE DEADLINE: Open until filled

ANTICIPATED OFFICIAL EMPLOYMENT DATE: March 15, 2010

EMPLOYMENT POLICY: *Chattahoochee, Appalachian, and North Metro Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Inquiries may be directed to the Title IX and 504 Coordinator, Chattahoochee Technical College, 980 South Cobb Drive, Marietta, GA 30060, Bldg. C. Room 1102, (770.528.4484).*

A Unit of the Technical College System of Georgia.

JOB DESCRIPTION FOLLOWS:



Job Description

Entertainment Technology / Broadcast Engineering Instructor

Job Description, Responsibilities, Standards, and Qualifications

Job Description:

Under supervision of the Personal and Public Services Studies Division Chair and the Dean of Business, Personal and Public Services, performs the following aspects of instruction for the Entertainment Technology program:

The Broadcast Engineering instructor will have responsibilities in three main areas: instruction, equipment inventory management / check out, and equipment maintenance and repair.

Area 1 – As a member of the Television Production Technology program, the Broadcasting Engineering instructor will collaborate with the computer and electronics programs at CTC to devise and implement the Broadcast Engineering track including curriculum and course standards; teach pertinent classes within track; act as EIC on studio and field productions.

Area 2 - Manage broadcast equipment inventory in the Entertainment Technology program including equipment check out, lab use and studio operations. Recommend equipment upgrades and additions.

Area 3 - Design and maintain production facilities. Provide maintenance and repairs on equipment including cameras, control room equipment, servers and computer labs.

In addition, the instructor will perform the following:

Develops course syllabi, goals, and objectives. Evaluates students' progress in attaining goals and objectives. Prepares and maintains all required documentation and administrative reports. Performs and/or supervises lab set up/take down and ensure lab safety requirements are followed. Submits lab equipment and supply orders. Attends staff development training, workshops, seminars and conferences. Assists in academic support services, including advisement and tutoring. Serves on college committees, participates in community service activities, and/or participates in college initiatives. Meets with students, staff members, and other educators to discuss students' instructional programs and other issues. Assists with recruitment, retention and job placement efforts.

Job Responsibilities & Performance Standards:

1. Performs all aspects of instruction for program of study.

1. Delivers effective instruction.
2. Ensures adherence to college requirements in classrooms and labs by following established procedures.
3. Correctly assesses the educational needs and class progress of students.
4. Selects and obtains appropriate educational materials for courses.
5. Prepares reports on the current status of students in the program indicating whether performance is aligned with performance indicators, program goals and progress schedule.
6. Serves as mentor for adjunct faculty within program area.
7. Ensures consistency in syllabi, lesson plans, tests and other appropriate materials.
8. Maintains knowledge of computer technology and its application to field of study.

2. Develops course outlines, goals and objectives.

1. Prepares appropriate curricula, including non-traditional content and methods to achieve objectives and goals of students.
2. Follows designated and approved lesson plan(s) using appropriate techniques and aids.
3. Participates in standing or ad hoc committee meetings relating to curriculum development, extracurricular activities and other college sponsored activities or programs as required.
4. Prepares instructional reports for submission to supervisor within specified time frames of request.
5. Teaches online courses per established guidelines.

3. Evaluates students' progress in attaining goals and objectives.

1. Establishes criteria and tests the students in order to measure each student's progress.
2. Communicates students' progress to student and appropriate personnel in accordance to established guidelines.
3. Accurately records pertinent information in students' records as required.

4. Requests and maintains supplies and equipment and prepares required budget requests.

1. Performs and maintains classroom inventory according to established policies and procedures.
2. Promptly notifies supervisor of defective equipment.

5. Maintains program certification requirements, as appropriate.

1. Attends required number of hours of required training, meetings, workshops, etc.
2. Ensures certification meets all required organizational and accreditation policies and guidelines.
3. Thoroughly conducts a self-study of the program's compliance with college program and accreditation standards.

6. Prepares and maintains all required documentation and administrative reports.

1. Prepares and submits student's progress and participation reports in accordance with the prescribed guidelines.
2. Ensures documentation meets all required organizational and accreditation policies and state guidelines.
3. Analyzes collected data for improvement of student learning outcomes.
4. Compiles and submits reports in a timely manner to supervisor.

7. Performs/supervises all aspects of lab instruction and maintenance.

1. Performs and/or supervises lab set up and take down for instructional purposes.
2. Submits to Division Chair requests for lab equipment and supplies in a timely manner.
3. Demonstrates abilities to diagnose and repair equipment.
4. Oversees maintenance of labs by adjunct instructors.
5. Teaches theory and practical applications of the technical area in a classroom/lab/field environment that closely simulates the environment of the industry while maintaining knowledge of current trends and developments in the field.
6. Is able to accomplish all physical activities required of the general workforce in the technical area, including standing, lifting, etc.

8. Maintains knowledge of current trends and developments in the field by attending staff development training, workshops, seminars and conferences and by reading professional literature.

1. Attends internal and external educational programs and professional meetings that meet the requirements for continuing education in the assigned specialty area.
2. Reads professional literature and translates complex or technical information into a meaningful format that may be understood by others.
3. Experience in and willingness to research and recommend new trends in technology.
4. Attends conferences and seminars in the field as travel funds are available.

9. Meets with students, staff members and other educators to discuss students' instructional programs and other issues impacting the progress of the students.

1. Advises students on course selection and other pertinent matters in a professional and effective manner.
2. Actively participates in staff and faculty meetings as needed to discuss students' progress, problems and/or programs.
3. Serves as academic advisor to students in academic areas.
4. Mentors adjunct instructors in the program area.

10. Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.

1. Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.
2. Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.
3. Works within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in response to process change and adapts to and accommodates new methods and procedures.
4. Accepts direction and feedback from supervisor and follows through appropriately.
5. Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; willingness to work odd hours and weekends
6. Exhibits and models positive work ethics.

11. Assists with recruitment, retention and job placement efforts.

1. Actively recruits students for the college by explaining training offered.
2. Actively participates in the retention efforts of the school.
3. Prepares orientation for new students using effective materials while displaying a professional and courteous manner.
4. Offers job placement assistance to student and follows through using established contacts.
5. Ensure adequate and appropriate on-the-job training opportunities exist for each student.

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