

**INDIAN HILLS COMMUNITY COLLEGE  
VACANCY ANNOUNCEMENT/JOB DESCRIPTION**

**August 4, 2016**

**I. Policy Title:** Adjunct Driving Instructor

**II. Code Number:** FN420002.TRU

**III. Minimum Job Requirements:**

- High school diploma or equivalent.
- Three years recent experience in diesel truck driving with 2 years over the road experience.
- Must relate well to people and display a high degree of competency within the field.
- Must have a current Class A commercial driving license with an acceptable driving record.
- Must be able to withstand elements in an outdoor environment. Position involves walking/standing for extended periods of time.

**IV. Job Summary:**

Instructional staff will be expected to maintain a professional rapport with students and peers. The primary job function is to establish a training environment in which the students can obtain the knowledge and skills to meet their educational goals.

**V. Work Performed:**

- A. Teach courses in accordance with objectives of the course outline as set forth by the department in which one is assigned.
- B. Provide training and direction in live driving situations to include pre-trip, skills training, and road trips.
- C. Prepare students for DOT exam.
- D. Assist program instructor in evaluating students and provide feedback to both instructor and students.
- E. Perform minor repairs on equipment.
- F. Meet the standards of the college's Quality Faculty Plan for adjunct faculty.

G. Maintain regular and consistent attendance at work.

H. Other duties as may be assigned.

- VI. Responsible To:** Department Chair, North Campus
- VII. Position Level:** Adjunct, traditional funding, at-will employment on a letter of employment.
- VIII. Start Date:** Immediate
- IX. Position:** Replacement – Mike Shull
- X. Schedule:** Part –time, Monday – Thursday and some weekends as needed
- XI. Funding Year:** August 26
- XII. Funding:** TINS 10-2-6990-03-52100 100%
- XIII. Starting Salary Wage:** \$19.00/hr.
- XIV. Closing Date:** Until Filled
- XV. Application:** Send letter of application and resume  
Human Resources  
Indian Hills Community College  
525 Grandview Ave.  
Ottumwa, IA 52501  
Email: hr@indianhills.edu