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**Architectural Technology Instructor**

**Job Description Brief**

**FULL-TIME ARCHITECTURAL TECHNOLOGY INSTRUCTOR** reports directly to the Vice President for Academic Affairs. The Architectural Technology Instructor is responsible for classroom and lab instruction in various Architectural courses and assists in updating current curriculum; providing quality instruction for a diverse student population; performing instructional duties and responsibilities in accordance with the philosophy, mission, core values, policies and procedures of the College.

**Minimum Qualifications**

* 10 years of successful experience in Architectural or a related field;
* Bachelor’s Degree in Architecture from a NAAB accredited institution;
* Working knowledge of Construction/Presentation Drawings, Technical Specifications, Building and Zoning Codes, Accessibility Codes, Regulatory Standards, Revit, AutoCAD, SketchUp, Adobe Creative Suite, Microsoft Office Suite, etc., and understanding of means, methods, and materials of construction.
* Ability and willingness to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed;
* Ability and willingness to work independently while contributing to a team environment;
* Ability and willingness to communicate effectively verbally and in writing and to relate to others in a professional, helpful manner;
* Ability and willingness to effectively identify and resolve problems and to maintain strict confidentially related to sensitive information;
* Ability and willingness to analyze problems, identify solutions, and take appropriate action to resolve problems using sound independent judgment;
* Ability and willingness to establish and maintain effective working relationships with other College staff, faculty, students and the public;
* Ability and willingness to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail; and
* Ability and willingness to interface with local employers in support of the Architectural Technology Program.

**Preferred Qualifications**

* More than 10 years of experience in Architectural or a related field;
* Registered Architect as recognized by NCARB or willingness to obtain;
* Prior teaching experience in the field;
* Skill in instructing students from diverse backgrounds;
* Skill in using authentic assessment to evaluate students’ needs and progress; and
* Skill in integrating technology into curriculum and other educational services.

**Essential Functions**

* Teach assigned Architectural Technology courses and associated labs in accordance with College’s workload policy; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner;
* Ability to teach all Architectural courses within the program, including but not limited to advanced methods and materials of construction, structural systems, site and microclimate design, environmental systems, life safety and building codes, architectural history, and group and individual design studio, and other related processes and skills as required by the curriculum;
* Assists in the preparation of course proposals, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, laboratories and course procedure sheets for Architectural Technology courses; assists with curriculum updates;
* Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful Architectural Technology program; reviews and updates course outlines, textbooks, and course procedure sheets for assigned courses; integrates knowledge of customers, competitors, other industries, industry groups, and professional training to continuously improve program quality;
* Participates in Architectural Technology course scheduling, College and division meetings; serves on college committees as assigned; collaborates with Dean of Academic Affairs and Division Chair, along with other faculty and instructional to review and maintain the integrity of department curriculum;
* Assists in the management of the Architectural program; maintains equipment and supply inventory; and
* Performs other related duties as assigned.

*The Architectural Technology Instructor position is a 9-month, full-time, tenure track faculty position. Openings starting with the Fall 2021 semester. Collective Bargaining Agreement is based on 22 student contact hours and 3 office hours weekly and participating in college professional activities. Other duties and responsibilities are defined in the Collective Bargaining Agreement. Salary and rank for the position is determined on the basis of academic preparation and experience as projected on the Faculty Association Collective Bargaining Agreement.*

*Application materials must include a cover letter, a current resume, and academic transcripts. Send applications to Heather Burky, Attention: Architectural Position, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602 or burky@stevenscollege.edu. Applications will be reviewed upon submission and postings will remain open until the positions are filled.*

*Thaddeus Stevens College of Technology is a residential, two-year technical college that serves economically disadvantaged as well as tuition-paying students. The college prepares students for skilled employment in a diverse, ever-changing workforce and for full, effective participation as citizens of the community, the Commonwealth, and the nation. Committed for over a century to lifelong learning, inclusiveness, and community outreach, Thaddeus Stevens College of Technology dedicates itself to the development of Pennsylvania's technical workforce.*

*Thaddeus Stevens College of Technology is an Affirmative Action and Equal Employment Opportunity Employer. Women and minorities are encouraged to apply. For information about the college, visit our web site at www.stevenscollege.edu.*