



**DETROIT ELECTRICAL INDUSTRY
TRAINING CENTER**

**DETROIT ELECTRICAL JOINT APPRENTICE
TRAINING COMMITTEE**

Connecting Experience + Education

CAREER OPPORTUNITY

Instructor for the Detroit Electrical Joint Apprenticeship & Training Committee (Detroit EJATC)
Full-time position as an instructor for the Inside Wireman Apprenticeship Program

The Detroit EJATC is accepting applications and resumes immediately. All documentation must be received by Monday October 18, 2021 @ 8:00 A.M. via email, postal mail, or in person. Email applications to applications@detroiteitc.org

Minimum Qualifications

- Minimum of 10 years practical experience as a Journeyman Wireman in the electrical construction/maintenance industry
- Good interpersonal communication skills
- Desire to mold inexperienced students into qualified, well-trained, skilled craftsmen
- Basic computer skills
- Have a positive attitude towards both the IBEW and NECA

Job Description for Detroit JATC Apprentice Instructor

The following are tasks that are performed on a frequent to daily basis, they are not “all inclusive”, but should give a fairly good picture of the overall duties and responsibilities of an apprenticeship instructor in the employment of the Detroit EJATC.

- The instructor will comply with the policies and procedures set forth by the Detroit EJATC.
- The instructor is a representative of the Detroit EJATC, IBEW Local Union 58, and the Southeast Michigan Chapter of NECA and must display appropriate appearance and demeanor.
- The instructor must be a Team Player, willing to support the objectives of the Detroit EJATC.
- The instructor must comply with all rules, regulations and policies of the Detroit EJATC and apply enforcement of them to all apprentices equally.
- The instructor will become proficient with the curriculum and will teach classes as assigned by the Training Director.
- The instructor will prepare and teach apprentice classes each day. Monday through Friday 6:45 A.M. – 3:15 P.M. with 45 minute lunch break per day.
- The instructor will develop a syllabus and lesson plans for all assigned classes for the school year in order to track progression and completion of required material.
- The instructor will be available as necessary to assist students who need help or to answer questions and clarify lesson content.





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Job Description for Detroit JATC Apprentice Instructor

- The instructor will verify classroom attendance at the start of each session and verify that assigned homework is complete at the beginning of each class.
- The instructor will maintain an orderly classroom, including all audio/visual equipment, computers, visual aids, tables & chairs and other required materials.
- The instructor will become proficient using the Training Alliance software for downloading student tests and administering the Learning Management System.
- The instructor will administer written or computer tests, grade tests according to the Training Alliance guidelines and submit test results to office staff for record keeping.
- The instructor will keep all apprentice information in strict confidence between the instructor, Training Director, and office administrative staff.
- The instructor will teach hands-on lessons in the lab area and develop additional labs as the curriculum or new technology deems necessary.
- The instructor will ensure labs are clean and orderly after each use and track any tools and return them to their proper place after each use.
- The instructor will evaluate the classroom and lab performance of each apprentice during the school year.
- The instructor will assist as necessary with recruiting efforts such as giving tours of the Training Center to guests, preparing presentations to visitors, attending career fairs and assisting with the apprenticeship application process.
- Continuing education is vital, therefore attending instructor training for certifications and updates is necessary. This will generally be minimum of once a year at NTI in Ann Arbor, MI or as determined by the Training Director.
- The instructor will contribute to facilities upkeep, maintenance and cleaning. All staff shares in these duties, both inside and outside the Training Center facility.
- The apprentice instructor may teach journeyman level classes as determined by the Training Director. Journeyman classes will be assigned based on instructor qualifications and availability.

The instructor is an “at will” employee of the Detroit EJATC, which means the employment relationship may be terminated at any time for any reason or no reason at the Detroit EJATC’s sole and exclusive discretion. The members of the Detroit EJATC are responsible for hiring the instructor and instructor works at the discretion of the Detroit EJATC. The instructor reports directly to and is supervised by the Training Director.

The Detroit Electrical Joint Apprenticeship and Training Committee is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, sex, national origin, religion, age and/or disability.

**For application information or questions contact Training Director, Jason Dahl at 586.751.6600 or email: jason.dahl@detroiteitc.org
Email completed applications to applications@detroiteitc.org**





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APPLICATION FOR INSTRUCTOR

NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE: _____ PHONE: _____

HIGH SCHOOL GRADUATE? **Yes** **No**

COLLEGE TRAINING? **Yes** **No**

OTHER SCHOOLING? **Yes** **No**

TEACHING EXPERIENCE? **Yes** **No** If yes, describe:

YEARS EXPERIENCE AS: Journeyman: _____ Foreman: _____

Classifications: Inside Telecom Residential

License Type: Masters Journeyman

LIST TWO PREVIOUS EMPLOYERS (begin with your present or most recent employer)

EMPLOYER: _____ PHONE: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMPLOYER: _____ PHONE: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____





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MILITARY SERVICE

BRANCH OF SERVICE: _____

DATE ENTERED:

Date Discharged:

Type of Discharge

EXPLAIN WHY YOU HAVE DECIDED TO APPLY FOR THE INSTRUCTOR POSITION:

ATTACH RESUME, CERTIFICATIONS, ELECTRICAL LICENSE OR ADDITIONAL INFORMATION

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

DATE: _____ SIGNATURE: _____

THE DETROIT ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, SEX, NATIONAL ORIGIN, RELIGION, AGE, AND OR DISABILITY.

FOR COMMITTEE USE ONLY:

- Approved
- Not Approved

Signed: _____ Title: _____ Date: _____

Signed: _____ Title: _____ Date: _____

