



**Connecticut State Community College  
Job Description  
Advanced Manufacturing Technology (AMT) Outreach Coordinator**

**Salary Level:**  
CCP 16 (subject to Willis)

**Date Approved/Revised:**  
1/12/23

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**Position Purpose**

The AMT Outreach Coordinator is a key member of the AMT team. They play a vital role in ensuring that students begin a promising career by leading the proactive job placement efforts of the AMT. The role of the Outreach Coordinator is multifaceted, simultaneously developing extensive cooperative and collaborative relationships with our catchment area manufacturing communities while cementing relationships with local high schools and various municipal and community organizations. Student success is supported through internships, job placement, and State apprentice opportunities that have been nurtured by the Outreach Coordinator with industry partners. This individual is also instrumental in creating ties with principals, staff, and counselors at high schools, middle schools, and grammar schools in their service region. The Outreach Coordinator plays a role in connecting with the Department of Labor as well.

**Supervisory and Other Relationships**

The AMT Outreach Coordinator typically works under the direction of the Program Director, Associate Director, or other Administrator.

The position is required to have extensive cooperative and collaborative relationships with manufacturers, schools and industry groups in CT State's catchment area communities. The candidate is expected to represent the College in a positive and professional manner.

**Examples of Duties:**

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Contact manufacturing companies to form and cultivate solid relationships as partners in industry for student access to internships and job placement upon program completion
- Travel frequently for company and school meetings and engagements
- Work from computer and phone maintaining contact across the network
- Cold call on manufacturing companies in order to introduce the AMT as a resource to support their industrial needs
- Coordinate tours both at manufacturer facilities and at CT State Community College
- Present the AMT program at any number of venues across the district in collaboration with EMSA staff.
- Create and maintain communications with the school systems in the surrounding towns within our districts
- Efficiently document such outreach visits and their outcomes on a shared database in collaboration with EMSA staff
- Attend Board of Ed meetings as needed in collaboration with EMSA staff
- Attend TTAC meetings from local trade schools where support would be beneficial to both parties
- Maintain contacts with CT Apprenticeship council and director for company opportunities and student benefits
- Coordinate with CONNSTEP for employee reimbursement incentives for OJT costs
- Facilitate internship opportunities for AMT students after completion of their first semester

- Negotiate student wages for internships with prospective employers
- Maintain working relationships with union representatives (Teamsters, Machinist Union, Electric Boat, Heim Bearing, Sikorsky, Pratt and Whitney, etc.)
- Schedule interviews for internships and track results
- Organize mock interviews with employers for AMT students
- Work with and coordinate with the career awareness resources at CT State.
- Track internship progress and student performance
- Communicate in favor of student offers for full time employment upon completion of internships
- Actively cultivate full-time hiring of all AMT graduates and impending graduates through channels such as Job Fairs, email connections, communications, and resources that the outreach coordinator has created

### **Professional Participation and Development**

In addition to the accountabilities listed above the position is required to carry out the essential duties of:

- Support the AMT as a core team member by attending meetings as requested
- Attendance and participation at AMT outreach and fundraising events
- Attendance and participation at industrial advisory group meetings.

These may involve attendance at evening and weekend events. The candidate is required to maintain currency in the discipline by participating in appropriate professional organizations and associations. The candidate is required to maintain complete confidentiality of student records along with any other information of a confidential nature.

### **Qualifications**

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Well-developed relationships with local manufacturers.
- Effective presentation, marketing and sales skills.
- Ability to speak the industrial lingo and understand the process of just in time, customer needs, lean manufacturing, including how TAKT time effects an organization.
- Must be reliable and motivated to follow-up promptly on any call or tip for a potential student opportunity.
- Excellent role model for students, demonstrating professionalism and integrity in all communications.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor's degree in an appropriately related field together with one to four years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

### **Work Environment**

Candidates will typically perform their work in offices, conference rooms and manufacturing facilities. They must be able to travel, providing their own transportation, to maintain critical relationships with industry at every level; from maintenance operators to president, principal, or CEO. The work does not normally require the exertion of significant physical effort. Computer application skills with Microsoft Word, PowerPoint and Excel are required.