



Connecticut State Community College
Job Description
Academic Associate/Advanced Manufacturing Technology Lab

Salary Level:
CCP 16 (Subject to Willis)

Date Approved/Revised:
10/18/22

Position Purpose

Connecticut State Community College offers a comprehensive array of programs including two-year degrees and occupational and technical certificates. In order to provide an instructional environment conducive to successful learning experiences for this wide population of students, the Colleges provide the support and help of the Academic Associate/Advanced Manufacturing Technology Lab. The Academic Associate/Advanced Manufacturing Technology Lab is responsible for the set up and maintenance of labs as well as assisting the Advanced Manufacturing Instructor instruction to students in the use of manufacturing equipment and in carrying out manufacturing assignments at a Community College.

Supervisory and Other Relationships

The position typically works under the direction of the Director of the Advanced Manufacturing Technology program or other administrator. This position may be responsible for the supervision of lab assistants, tutors and student workers.

The position has substantial relationships with students and collaborative relationships with Advanced Manufacturing Instructors and staff and community agencies and groups. The incumbent is expected to represent the College in a positive manner.

Major Accountabilities

The Academic Associate/Advanced Manufacturing Technology Lab is accountable for providing assistance to Advanced Manufacturing Technology Instructors and students in assigned manufacturing labs through effective performance in these essential functional areas:

- Set up, maintenance and operation.
- Tutorial assistance to students.

Examples of Essential Duties and Accountabilities

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.

A. *Set up, maintenance and operation:* The Academic Associate/Advanced Manufacturing Technology Lab is accountable for assistance to Advanced Manufacturing Technology Instructor and students by manufacturing lab scheduling, setting up, maintaining and operating one or more assigned manufacturing labs. This accountability may include such essential tasks as:

1. Coordinating lab and classroom usage;
2. Assist with inventory of materials and equipment;
3. Setting up, arranging and testing manufacturing lab equipment, apparatus and materials;
4. Adapting equipment and materials to specific learning objectives set by Advanced Manufacturing Technology Instructor;

5. Planning and preparing equipment and materials for future manufacturing lab sessions;
6. Performing routine cleaning and maintenance of manufacturing lab equipment;
7. Assist with ordering, shipping and receiving of supplies and equipment;
8. Assist with training and supervising manufacturing lab assistants, tutors and student workers;
9. Observing standards of safety in the set-up, operation and disposal of manufacturing lab supplies and equipment.

B. Tutorial assistance to students: The Academic Associate/Advanced Manufacturing Technology Lab may be accountable for contributing to assigned students' successful learning experience by providing instruction and guidance in their use of the assigned manufacturing labs. This accountability includes such essential tasks as:

1. Providing individual and group tutoring in the use of manufacturing lab equipment, materials, software and internet sources;
2. Assisting students in carrying out manufacturing lab assignments, including giving supplemental instruction in the academic discipline being applied;
3. Overseeing and guiding assigned student workers in their assistance to students and operation of manufacturing lab equipment;
4. Observing and providing information to Advanced Manufacturing Technology Instructors on student performance and on those requiring special Advanced Manufacturing Technology Instructor instruction;
5. Proctoring student exams.

Professional Participation and Development

In addition to the accountabilities listed above, the Academic Associate/Advanced Manufacturing Technology Lab is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

All of these may involve attendance at evening or weekend events.

The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies. In addition, the incumbent is required at all times to maintain complete confidentiality of student records and 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 knowledge and abilities in the following areas:

- Understanding of principles and concepts of the assigned academic discipline (both credit and non-credit coursework);
- Advanced understanding in assigned manufacturing lab equipment operation, and set up and safety procedures;
- Skill in tutoring and basic instruction in the assigned academic discipline;
- Strong information technology literacy skills;
- Basic skill in assigned equipment maintenance.

These skills and abilities are typically acquired through a combination of education, training, and industry experience which would either include:

1. High school diploma (or equivalent) from a public comprehensive high school or vocational technical high school and a minimum of 5 years of manufacturing technology industry experience and/or related military experience
OR;
2. High school diploma (or equivalent) from a public comprehensive high school or vocational technical high school and a minimum of 3 years of manufacturing technology industry experience and a CSCU community college advance manufacturing technology certificate or nationally recognized credential (i.e. NIMS, AWS, MSSC) and/or related military experience OR;
3. Advanced Manufacturing Technology Associates Degree and a minimum of 2 years of manufacturing technology industry experience and/or related military experience.

Work Environment

- Incumbents perform most of their work in manufacturing labs or classrooms as well as rooms for storage, tool cribs and routine maintenance of equipment.
- The work does not, normally, involve any significant physical effort but may require demonstration of machine operation.
- Operation of shop equipment requires the use of safety equipment for protecting against potential injury to vision, hearing and other bodily harm.
- Incumbents may be asked to travel to applied instruction sites and meet with employers and student groups.
- Incumbents need to be able to drive a private passenger automobile or to arrange for alternative transportation.
- Reasonable accommodation will be made for incumbents with physical limitations.