



Connecticut State Community College  
Job Description  
Associate Director of Advanced Manufacturing Technology

**Salary Level:**  
CCP 18 (Subject to Willis)

**Date Revised:**  
7/25/22

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**POSITION PURPOSE:**

Under the direction of the Director of the Advanced Manufacturing Technology (AMT) Program is accountable for the day-to-day operations of the department and provides leadership, general direction and support to the staff. The Associate Director is also responsible for managing the development and growth of the Advanced Manufacturing Technology Program. The Associate Director is accountable for the services needed to operate the AMT program(s) (advanced manufacturing machine technology, welding and fabrication technology, precision manufacturing, robotics and mechatronics technician, and/or mechatronics technician)

**SUPERVISORY AND OTHER RELATIONSHIPS:**

The Associate Director of Advanced Manufacturing Technology works under the direction of the Advanced Manufacturing Program Director or their designee. This position supervises Advanced Manufacturing instructors, faculty, and staff who provide program instruction or program coordination.

The position also has collegial and collaborative relationships with employers, manufacturing industry representatives, instructors, faculty, staff, and administration. The director is expected to collaborate with academic and student services' departments to contribute to student retention and represent the College in a positive 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.

- Developing education programs responsive to the needs in the outside and inside of the college's service area, to business and industry and the community at large.
- Assist in building the semester schedule of classes for each program, both credit and non-credit.
- Recruiting and contracting with adjunct program faculty, instructors, trainers and tutors for the needs of each semester.
- Overseeing and directing program staff in program delivery.
- Along with the AMT Director, design specific duties and responsibilities for course developers.
- Coordinating with the AMT Director, to design and develop educational program assessment instruments.
- Collecting and analyzing data on learning results in comparison to program goals and expectations and to business and industry needs and expectations as well as achievement of final competency standards.
- Coordinate with the AMT Director to review and evaluate the program and instructor effectiveness.
- Provide advice and recommendations to the AMT Director on performance evaluations of instructors and staff.
- Under the direction of the AMT Director, initiate needed corrective action.
- Coach/mentor AMT Instructors, Student Support Coordinators, and/or staff.
- Collaborate and assist with student interactions and interventions as needed.

In addition to the duties listed above, under the direction of the AMT Director, the Associate Director of Advanced Manufacturing Technology is required to carry out and cultivate the relationships and interactions with local manufacturers, regional workforce boards and affiliate trade associations. May require travel to off-campus locations and may work some evenings and/or weekends, within contractual limitations.

### **PROFESSIONAL PARTICIPATION AND DEVELOPMENT**

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

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

### **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:

- Program management and supervision;
- Program development and delivery of Advanced Manufacturing Technology services;
- Development and management of workforce development programs;
- Review and evaluation of program quality;
- Relationship management and community and business relations;
- Credit and non-credit contract training implementation.

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

1. Bachelor's Degree and a minimum of 3 years of manufacturing technology industry or educational experience and 1-3 years of supervisory experience OR;
2. Associate degree and a minimum of 3 years of manufacturing technology industry or educational experience and 1-3 years of supervisory experience OR;
3. 5 years of Military or Industry Experience in a relatable field with 1-3 years of supervisory experience.

### **WORK ENVIRONMENT**

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.