



Connecticut State  
Colleges & Universities

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

**Salary Level:**  
CCP 19 (Subject to Willis)

**Date Approved/Revised:**  
3/7/22

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**POSITION PURPOSE:**

The Director of Advanced Manufacturing Technology performs a full range of responsibilities at a Connecticut State Community College campus. The Advanced Manufacturing Program Director is responsible for program needs assessment, development, marketing, program accreditation and administrative oversight of classroom and skills instruction.

**SUPERVISORY AND OTHER RELATIONSHIPS:**

The Advanced Manufacturing Program Director works under the direction of the Campus Chief Executive Officer (CEO) 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.

**MAJOR ACCOUNTABILITES:**

The Director of Advanced Manufacturing Technology is accountable for the development and delivery of degree and certificate programs, that could also include non-credit, meeting the instructional goals of the College through the effect performance in these essential functional areas:

- Program development and industry accreditation;
- Advanced Manufacturing instructors, faculty and staff; professional development;
- Instructional quality;
- Administration and resource management;
- Budget and fiscal management; and
- Program evaluation and assessment

**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.

- A. *Program Development and Industry Accreditation:* The Program Director is accountable for designing, developing and providing for initial and continuing accreditation of courses which meet public needs consistent with the College's instructional goals and mission. This accountability includes such essential tasks as:
1. Conducting needs assessment studies and surveys to determine the employment needs of employers and the instructional needs of students and the learning programs required to respond to those needs;
  2. Designing and developing instructional programs appropriate to the College's goals;

3. Enlisting employers to afford opportunities for students' practical application of learning;
4. Overseeing the design and development of teaching curricula, syllabi and supporting learning systems;
5. Leading and directing initiatives and quality control measures to provide for the continuing accreditation of assigned programs.

B. Advanced Manufacturing Instructors, Faculty and Staff selection and professional development: The Program Director is accountable for recruiting and overseeing the selection of Advanced Manufacturing instructors, faculty, and staff members appropriately qualified to instruct program courses or program coordination, as well as providing appropriate opportunities for their professional development. This accountability includes such essential tasks as:

1. Developing and communicating standards for Advanced Manufacturing instructors and faculty teaching competence and student learning outcomes;
2. Recruiting or participating in the recruitment of instructors and faculty members;
3. Providing or overseeing orientation and training of instructors and faculty members;
4. Arranging for or providing professional development training for instructors and faculty members.

C. Instructional quality: The Program Director is accountable for assuring the quality of instruction in the assigned programs and for assuring the appropriate learning outcomes for their students. This accountability includes such essential tasks as:

1. Developing or overseeing the development and communication of teaching and learning outcome standards;
2. Providing direction and leadership to instructors and faculty in fulfilling instructional quality standards;
3. Performing or overseeing observation of instructors and faculty performance;
4. Conducting performance reviews and coaching sessions with instructors and faculty;
5. Reviewing and evaluating student learning accomplishments and initiating needed corrective action with instructors and faculty members.

D. Administration and resource management: The Program Director is accountable for effective functioning of the assigned programs' staff and facilities. This accountability includes such essential tasks as:

1. Supervising or overseeing staff and assigned instructors and faculty;
2. Overseeing and monitoring off-site practical instruction for the programs' students;
3. Marketing the assigned programs to the public by preparing or overseeing the preparation of written and graphic promotional materials and by making personal presentations to target groups;
4. Collaborating with local manufacturers, regional workforce development boards and affiliate trade associations.
5. Work with area K-12 schools and community-based organizations to promote the industry and create a referral pipeline
6. Providing appropriate equipment, materials and facilities for effective instruction.

E. Budget and fiscal management: The Advanced Manufacturing Program Director is accountable for effective and fiscally sound management of the financial resources needed to carry out the assigned programs. This accountability includes such essential tasks as:

1. Analyzing needed resources and their costs;
2. Developing and/or manage fiscally sound budgets;
3. Monitoring and evaluating expenses compared to budget and taking needed corrective action;
4. Developing long term strategies for optimizing learning results from the programs' financial resources.

F. Program evaluation and assessment: The Program Director is accountable for measuring and evaluating

program results and taking action to correct deficiencies. This accountability includes such essential tasks as:

1. Developing methods of measuring learning outcomes and students' career preparation;
2. Reviewing and evaluating learning results compared to College standards;
3. Initiating and directing needed corrective action to assure program effectiveness and efficiency.

### **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:

- Academic curriculum and course design, (credit and/or non-credit),
- Utilizing assessment and evaluation techniques in academic program effectiveness
- Knowledge of industry accreditation procedures and strategies
- Experience supervising employees
- Managing operating budgets and plans
- Program evaluation and assessment

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

1. Master's Degree and a minimum of 2 years of manufacturing technology industry or educational experience and 2-5 years of management experience OR;
2. Bachelor's Degree and a minimum of 5 years of manufacturing technology industry or educational experience and 2-5 years of management experience OR;
3. Associate's Degree and a minimum of 5 years of manufacturing technology industry or educational experience and 5 years of management experience OR;
4. 10 years of Military or Industry Experience in a relatable field with 5 years of management 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.