



POSTED: November 1, 2022

Advanced Manufacturing Student Support and Lab Coordinator **\$26,000-\$28,000**

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

The Advanced Manufacturing Student Support and Lab Coordinator will set up in-person, hands-on learning and training for Workforce Development and secondary school outreach events, monitor and maintain equipment, and serve as the lab safety coordinator. The individual will support students pursuing workforce training and coursework. The coordinator will be available outside of regular training or class time to provide additional learning opportunities, practice with equipment, as well as refer participants to wraparound services and the next pathway. This is a part-time (approximately 20-29 hours/week), grant-funded 24-month position

Responsibilities:

- Coordinate the scheduling of training and activities with the offices of the Vice President for Academic Affairs and the Center for Community & Workforce Development
- Prepare lab areas for all workforce training and activities
- Provide workforce training students with additional hands-on learning opportunities and assistance outside of class time as needed
- Provide tours of the IAM highlighting workforce training capabilities and educational pathways
- Maintain IAM equipment inventory
- Oversee a preventative maintenance program for equipment, and create maintenance procedures for new equipment
- Assist with installation of and training for new equipment
- Serve as Lab Safety Coordinator
 - Enforce safety policies and procedures
 - Maintain and update policies and procedures
 - Train and certify students, faculty, and staff on safe operation of equipment
 - Maintain training records

- Inform students of the related educational pathways available (microcredentials, certificates, or degree programs)
- Refer students to wraparound services (advisement, financial aid, etc.).
- Work with faculty as needed in the development of curriculum for microcredentials and training programs in the areas of advanced manufacturing
- Perform other related duties as assigned
- Some evenings and weekends are required

Qualifications:

REQUIRED:

- Associate degree with relevant Advanced Manufacturing experience; Bachelor's degree preferred.
- Knowledge of and experience in any of the following: machining, welding, PLC, robotics, health & safety, fluid power, industrial maintenance, and fabrication.

PREFERRED:

- Certifications relevant to Advanced Manufacturing
- Some teaching experience

KNOWLEDGE, SKILLS, AND ABILITIES:

- Fundamental knowledge of Advanced Manufacturing Processes
- Foundational skills and competencies within the Advanced Manufacturing discipline
- Strong organizational and interpersonal communication skills required
- Computer literate, especially in the use of spreadsheets

To apply:

The search will remain open until the position is filled. Please submit a letter of application, resume, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary