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**Director of Advanced Manufacturing and Technology**  
**Salary: \$70,000**

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 Director of Advanced Manufacturing and Technology develops and maintains trustworthy and productive relationships with the region's manufacturing businesses, K-12 schools, and colleges to promote the advancement of the College's manufacturing career cluster. The Director lends expertise in the development of credit and non-credit programming. The Director also provides leadership to the College's Institute of Advanced Manufacturing (IAM), including staff and instructors, and instructs coursework and apprenticeship/internship programs.

**Responsibilities:**

- Develop and implement strategies that will grow enrollment in the programs and services available at the IAM based on the collection and evaluation of data related to the program;
- Work with faculty to update, expand and develop academic programs, certificates, and professional credentialing and trainings that meet the needs of advanced manufacturing employers;
- Forge collaborative academic and industrial relationships within and outside the college (i.e. local businesses, Clarkson University, SUNY Plattsburgh);
- Develop and maintain relationships with K-12, industry, and 4-year institutions with relevance to the manufacturing pathways;
- Maintain an active IAM Industry Advisory Board;
- Represent CCC at industry events, meetings and trainings, and attend K-12 events to promote the advanced manufacturing pathways;
- Guide development of IAM marketing materials;
- Collaborate with departments across the College in credit and non-credit activities to address the needs of advanced manufacturing employers;
- Work with Center for Community & Workforce Development (CCWD) staff and College faculty to create pathways for students that begin in middle and/or high school, move through Clinton Community College, and transition into the workforce;
- Work with supervisor to develop and implement a strategic funding plan for the IAM, and seek internal and external funding for the IAM;
- Work with CCWD to facilitate training scheduling;

- Instruct coursework within the disciplines of advanced manufacturing in credit and non-credit programs (maximum of 12 equivalent credits annually; summer, evening and weekend course offerings may be required);
- Recommend and guide instructors for non-credit trainings;
- Supervise, evaluate and schedule IAM staff (i.e. IAM Lab Coordinator, non-credit instructors);
- Work with supervisor to monitor facility budget and plan capital costs for equipment and facility upgrades;
- Develop and maintain IAM facility policies and procedures (including safety policies);
- Perform other related duties as assigned;
- Some evenings and weekends required.

**Minimum Qualifications:**

Bachelor's degree in a field related to advanced manufacturing and/or technology required. Master's degree preferred. Experience in a leadership position in a manufacturing environment or in a field related to advanced manufacturing and/or technology required. Experience in teaching, program development, and workforce training preferred.

**Knowledge, Skills, and Abilities:**

- Ability to maintain a high degree of professionalism, flexibility, and confidentiality
- Ability to work independently and effectively analyze and solve problems
- Ability to establish and maintain effective working relationships and function as part of a team
- Ability to communicate effectively through both oral and written forms
- Proven organizational and time management skills
- Strong customer service skills

**To apply:**

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

Please email your application materials to:

[hr.recruiting@clinton.edu](mailto: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*