

## Academic Faculty Lab Manager Business/Industry/Technology Division, Kehoe Center

North Central State College's Business, Industry, and Technology Division is seeking a full-time Academic Faculty Lab Manager to assist in the management and maintenance of the James W. Kehoe Center's laboratories. This position will be responsible for the operational readiness of the IST, Engineering, and Machining labs.

The IST program cross trains students in electrical, electronic and mechanical systems. Students acquire entry-level knowledge of operating, troubleshooting and maintaining the high-tech equipment found in today's manufacturing environments. Topics include Electricity, Programmable Logic Controllers (PLC), Pneumatics, Hydraulics, and Mechanical Systems.

The Engineering program utilizes Project Based Learning to provide students working individually and in teams, hands on learning. Additionally, training in cutting edge computer software is complemented with instruction in mathematics, science, and engineering analysis to provide our graduates with a solid foundation for implementation of design and manufacturing solutions.

The Machinist program will study machine technology, manufacturing AutoCAD, CAD/CAM/CNC programming and operations, super abrasive cutting and grinding, tool and die design, die mechanics, press technology, and applied die construction.

*Essential duties/responsibilities include but are not limited to the following:*

### **Manage operation of IST, Engineering and Machining Labs**

- Develop and facilitate competency-based labs and learning experiences
- Design and set-up classroom laboratory for instructional purposes
- Determine future equipment needs and prepare justification for purchase; order materials and tooling; responsible for lab budgets
- Maintain lab documentation for academics and OSHA requirements
- Communicate lab needs to Divisional faculty on timely basis to maintain lab environment and equipment
- Oversee use and maintenance of lab equipment; request work orders through College and vendors for room and equipment maintenance
- Promote and adhere to all recognized safety practices and standards ensuring safe operating conditions; maintain an orderly, clean, safe, and learning centered lab environment
- Manage operations of the IST/Machinist/Engineering laboratories; maintain records and prepare various operational reports
- Orient and assist IST and Machine lab technicians
- Orientate faculty, staff and students on the capabilities of the laboratories; provide support to faculty in the development and implementation of new equipment and technology
- Install and maintain all lab and simulation equipment including the ability to troubleshoot and perform simple repairs
- Communicate, collaborate and maintain working relationships with community constituents, partners, and vendors
- Provide service excellence through courteous, informed, accessible, and professional engagement
- Maintain up-to-date knowledge of course syllabi, goals, outcomes, learning modules and assignments
- Maintain understanding of lab equipment, how to use in meeting course objectives and how to show others how to use and maintain the learning equipment
- Monitor progress of each CBE student throughout the program
- Provide input regarding effectiveness of the curricula and progress of individual students
- Work collaboratively with Learning Management System Administrator and IT Department to ensure system availability and smooth operation of all system interfaces between the learning management system and other College enterprise systems (i.e. student management system, course scheduling system, curriculum management system)
- Assist with the reporting of system statistics for the online learning management system and related technology tools
- Perform other duties as assigned

### **Required Qualifications:**

**Education:** Journeyman and/or Associate's degree in Engineering Technology, Machining, Electronics or related; Bachelors preferred.

**Experience:** Minimum five (5) years' experience in industrial or military equipment maintenance; familiarity with all phases of equipment maintenance including mechanical, hydraulic, pneumatic, electrical, and electronic. Post-secondary teaching experience preferred.

Please express your interest in this position by submitting a letter of application and resume to:

[www.ncstatecollege.edu](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)

or send to

**NORTH CENTRAL STATE COLLEGE**

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 8/8/22 and until filled.