

Position Announcement

Integrated Systems Technology Lab Coordinator Kehoe Center, Shelby 12-15 hrs./wk.

North Central State College is accepting applications for Integrated Systems Technology Lab Coordinator. 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 IST Program features a unique, self-directed, open entry/open exit curriculum with the adult learner in mind. There are no scheduled classes. Individuals can come to the state of the art lab during open lab hours whenever their schedule allows. Lab Technicians are available to assist each student as they have need for assistance. This situation allows each individual to move through the curriculum at a pace that best suit their needs, abilities, and schedules.

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

IST Lab Facilitation

- Under the direction of the Assistant Dean, and with input from the Director of Workforce, provide instruction to students enrolled in the Integrated Systems Technology Program- Electrical Maintenance Certificate program.
- Instruct students in the IST Program by:
 - Maintaining understanding of the lab equipment, how to use it in meeting course objectives and how to show others how to use and maintain the learning equipment.
 - Understanding model and explaining appropriate approaches to completing assignments and use of equipment.
 - Assisting with monitoring progress of each student throughout the program.
 - Tracking and reporting attendance and academic progress of each enrolled student
 - Conducting a minimum of two progress meetings with each student per semester to ensure satisfactory academic progress, and develop plans for intervention as necessary.
 - Providing input regarding effectiveness of the curricula and progress of individual students.
- Maintain an orderly, clean, safe, and learning centered lab environment.
- Support inventory of supplies and materials needed for instructional purposes.
- Repair of lab equipment as requested/needed.
- Perform other duties as assigned.

Electrical Maintenance Adjunct Faculty

- Oversee annual Advisory review of curriculum and manage changes to IST course syllabi, goals, outcomes, learning modules and assignments.
- Tracking and reporting attendance and academic progress of each enrolled student
- Ensure lab technicians are implementing learning activities of each student in the specific training modules included in the individual's program.

In partnership with the Engineering Program Coordinator:

- Maintain IST instructional equipment
- Recommend necessary upgrades to instructional equipment

Qualifications:

Education: Associate's Degree in Electro or Mechanical technologies or Journeyman status (electrical/electrical maintenance)

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. Experience teaching, training and/or supervising others preferred.

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

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906
Resumes will be reviewed until filled.