Project Coordinator & Instructor
Advanced Manufacturing
(Grant-funded) GA005

BEGINNING DATE: As soon as possible—Open until filled with reviews starting January 19, 2015

JOB DESCRIPTION: The Project Coordinator & Instructor will provide leadership over the project implementation and delivery. They will communicate project objectives to all project constituencies and other institutional groups to establish and maintain effective communication channels and procedures with all project partners to assure the operation of the project remains congruent with the goals of the project. They will be responsible for continuously assessing project effectiveness, making necessary changes and adjustments, conducting quarterly meetings and developing, monitoring and maintaining documentation on grant activities and progress for periodic reports. They will also serve as lead instructor and program head for the implementation of the curriculum. They will work with adjunct faculty on updating the curriculum and delivery of the Mechatronics (advanced manufacturing) curriculum. They will be responsible for implementing the project marketing plan and delegating project implementation, marketing/promotion, and operational tasks to other team members. This position is funded by a Department of Labor grant. This is a temporary grant funded position, through September 28, 2018. The candidate must have skills and experience in the following areas:

- Ability to provide well-written and thoroughly researched reports, which includes collecting and recording appropriate data, controlling budget, planning and evaluating program activities, coordinating and submitting monthly, quarterly and annual grant reports
- Accounting, budgeting, communication, presentation and marketing skills
- Strong facilitation skills
- Proficiency with Microsoft Office and social media
- Strong interpersonal skills to help engage, provide support, motivate students, as well as to engage business partners effectively
- Willingness to work days, evenings, and/or weekends, as needed, and occasional local travel and state-wide travel will be required
- Must be able to successfully complete background check
- Responsible for teaching 9 credit hours per semester in Mechatronics (Assembly Line, Robotics, PLC’s, Mechanical Components, and/or Electrical Drives and Controls)
- Define learning objectives, prepare and teach classes, create a student-oriented learning environment, and evaluate student learning in assigned classes
- Provide support for adjunct faculty within teaching field
- Competency in the use of technology for instructional and presentation purposes

REQUIRED QUALIFICATIONS: Bachelor degree in mechatronics, engineering, electrical, mechanical or related field required. Master’s degree in related field preferred. Minimum of two years’ work experience in Mechatronics (Assembly Line, Robotics, PLC’s, Mechanical Components, and/or Electrical Drives and Controls). Grant, business, or project management, budgeting, and reporting experience required. Demonstrated knowledge of personal computers and Microsoft Office required. Five years’ work experience preferred in Mechatronics (Assembly Line, Robotics, PLC’s, Mechanical Components, and/or Electrical Drives and Controls). Previous teaching experience required, community college teaching experience preferred. Knowledge of the SIEMENS Mechatronics Certification process preferred. Applicants must possess a current driver’s license and the ability to cover assignments throughout SWCC service region, as necessary to the job.

TO APPLY: Submit letter of application, resume, three letters of reference, and Virginia state application online through the Recruitment Management System at http://jobs.virginia.gov. Applications will only be accepted online. Submit all attachments electronically with online application. Resumes may not be substituted for the application.

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