



REPOSTED - Announcement of Anticipated Opening
Manchester Community College and Middlesex Community College

Program Director, Manufacturing

Job Posting #FT180022

Community College Professional (CCP) 19

Full-Time (35 hours per week), 12-Month, Tenure-Track

Closing Date: Open until filled

Anticipated Starting Date: January 2019

Overview

Manchester Community College and Middlesex Community College have announced a partnership to strengthen and expand their institutions' Manufacturing programs to better serve employers and students throughout central Connecticut. We are seeking a Manufacturing Program Director who will oversee program planning, development, evaluation and assessment; faculty selection, supervision, and professional development; budget and facilities; and, instructional quality. The Program Director will represent both colleges to forge partnerships with constituencies such as manufacturers, industry associations, workforce board, other CSCU institutions, and K-12 schools.

Knowledge, Skills and Abilities:

The Manufacturing Program Director will have teaching or industrial training experience in a variety of engineering and technology areas including engineering drawing interpretation, measurement, manufacturing materials/processes, GD&T, lean manufacturing, and quality control.

The successful candidate will have the ability to conduct needs assessment studies to determine employment needs of employers; oversee the design and development of teaching curricula, syllabi and supporting learning systems; enlist employers to afford opportunities for student field placements and supervise such opportunities; recruit, interview, hire, supervise and evaluate faculty; oversee day-to-day operational and administrative aspects of the program; perform administrative support services including preparation of correspondence, ordering of textbooks and supplies, arranging for certificates and awards; advise students regarding course/program content and fees; use evaluation tools, surveys and questionnaires to assess program effectiveness and appropriateness; market the assigned programs to the public by preparing or overseeing the preparation of written and graphic promotional materials and by making personal presentations to target groups. In addition, the successful candidate may also be responsible for teaching up to two courses within the program.



h academic and student services departments to contribute to retention of students as well as to represent the Colleges in a positive manner. This position is a

shared position between Manchester Community College, and Middlesex Community College, with a schedule determined by mutual agreement.

Minimum Qualifications

Master's degree in a field related to manufacturing or engineering; two to five years of experience in a related field with one to two years of experience in the supervision of others; or a combination of education, training, and experience which would lead to the competencies required for successful performance of the position's essential duties.

Preferred qualifications include: demonstrated teaching experience with administrative oversight of classroom and laboratory instruction; experience with current manufacturing equipment and practices; experience with program development and assessment; advising; marketing and publicity. Strong information technology literacy skills and effective oral and written communication skills. The incumbent will have an understanding of the mission of the community college, a demonstrated ability to respond to and work with multiple constituencies, and involvement in support of a culturally and ethnically diverse population. The position is required to have extensive cooperative and collaborative relationships with faculty, students, staff, and the public and with professionals in peer organizations and professional associations.

Applicants who do not meet the minimum qualifications as stated must put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references.

Minimum Salary/Compensation

\$68,419 - \$113,160 approximate annual based on experience, plus mileage reimbursement, \$500 per semester travel stipend, and excellent medical insurance.

Application Procedure

Please reference job posting number FT180022 on application materials. Email letter of Intent, resume, [employment application](#), all transcripts (unofficial acceptable), and the names of three professional references to:

GenInfoHumanResources@manchestercc.edu

Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.