



**Connecticut State Community College
Job Description
Advanced Manufacturing Technology Coordinator**

Salary Level:
CCP 16 (subject to Willis)

Date Approved/Revised:
1/12/23

Position Purpose

CT State Advanced Manufacturing Technology Programs offers two-semester credit certificate program(s), as well as non-credit course options in advanced manufacturing. A very rigorous program demanding in both its technical nature and in the time demands required to complete this amount of work in two semesters, the program attracts both traditional students and non-traditional students who may or may not have any experience in manufacturing. Many of the students require guidance on academics, life balance issues; financial concerns; personal finance and other issues that could prevent them from completing the program.

The primary role of the Advanced Manufacturing Technology Coordinator is to execute the recruitment system to help find, evaluate, and register students into the program while also support in their completion of the program once enrolled. The recruitment system is an ongoing effort to ensure that a sufficient number of strongly qualified students enter the program. The goal is to provide enough qualified students to ensure that all seats in the program are filled at the start of each new cohort. To help sustain support for the students in the program the Advanced Manufacturing Technology Coordinator provides support services to all students, helping them to achieve their maximum academic development and assist them in the issues they face while in the program. The goal is to provide this support to achieve the best graduation rate from the AMT. The focus of the position will vary between these two primary functions through the school year. Such services may require evening and weekend hours beyond the traditional work week.

Supervisory and Other Relationships

The Advanced Manufacturing Technology Coordinator works under the direction of the AMT Director, and/or Associate Director. The position may lead support staff and student workers as assigned.

The position is required to have extensive cooperative and collaborative relationships with both the AMT campus community and our catchment area communities, e.g. services for international and minority students, federal and state programs, woman and veteran's groups as well as externally to Chambers of Commerce, local high schools, Workforce Investment Board(s), Veterans groups and any other organizations. The candidate is expected to represent the College in a positive and professional manner.

Examples of Duties:

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

The responsibilities mentioned below will fall under this classification. Keeping in mind that this will have a key focus on office management, recruitment, retention, and data reporting. These responsibilities will include:

The Advanced Manufacturing Technology Coordinator is accountable for ensuring that each cohort is filled with students having a sufficiently strong aptitude for excellence in the program. Also, once the cohort is enrolled they will be accountable for contributing to the academic and career success of all students in the program. The Advanced Manufacturing Technology Coordinator must have key skills in these essential functional areas:

- Data and Reporting Activities
 - Maintain working relationships with Industry Advisory Partners
 - Support students with maintaining their career portfolios
 - Assist and/or coordinate special events, including AMT Industry Advisory Meetings and other manufacturing boards.
 - Assist and/or collect, organize and report on AMT data using: Banner and MS office programs
- Recruitment and Retention Activities
 - Execute and evaluate the recruitment process for the Advanced Manufacturing Technology (AMT) while also supporting student completion of the program once enrolled
 - Recruit and guide potential students through the evaluation, application and registration process in collaboration with the Guided Pathways Advisor assigned to Advanced Manufacturing.
 - Work with Institutional Research personnel to track and prepare data summary reports for AMT student demographics
 - Develop and maintain internal database that tracks student progress through the duration of the
 - Program:
 - Tracking student attendance
 - Academic performance
 - Design and implement protocol for overall progress
 - Completing reports using data analysis
- Participate in the development and maintenance of all recruitment and promotional material for the AMT including:
 - Program website
 - Brochures
 - Flyers
- Assist students with commencement preparation
 - Applying for graduation
 - Obtaining cap and gowns
 - Completing all necessary course work to meet graduation requirements
- Maintain and foster relationships with all internal and external groups for the purpose of recruitment and enrollment of qualified students in collaboration with EMSA and GPA personnel
- Recruit and guide potential students through the enrollment process in collaboration with EMSA and the Guided Pathway Advisor assigned to Advanced Manufacturing
- Oversee the student placement process including notifying students of their status into the appropriate program according to their placement level
- Maintain and support the student advising process in collaboration with Guided Pathway Advisors
- Assist in internship, job development and placement
- Guide students through the Program Evaluation
- Provide backup coverage for evening program as needed
- Collaborate and coordinate with other on-campus departments for All-College activities
- Assist with AMT High School Partnership Pathways as needed
- Provide on-going individual early intervention and counseling to at-risk students in the program in collaboration with Guided Pathways Advisors
- Assist Program Director and/or Associate Director with implementation of curriculum initiatives to ensure proper scope, sequence, and evolution of the academic program over time
- Design/implement routine protocol to formally advise students of overall progress and performance
- Through the guidelines of FERPA, consult with families and parents about student progress or services available within the community and college

- Manage and/or inform students of AMT scholarship opportunities
- Collaborate with the Department of Labor (DOL) and other community organizations in regard to student funding and support opportunities
- Coordinate and collaborate recruitment/promotional gatherings (Open House and Info Sessions)
- Consult with Advanced Manufacturing Technology Instructors on student issues or areas of concern
- Work with business office to monitor student billing accounts
- Supervise AMT student workers
- Facilitate employer communication with Outreach Coordinator (if CT State Campus location has this position)
- Ensure adherence to safety protocols by students

Professional Participation and Development

In addition to the accountabilities listed above the position is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies
- Serve on assigned committees and task forces
- May be required to attend site visits
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening and weekend events, within contractual limitations.

The candidate is required to maintain currency in the discipline by participating in appropriate professional organizations and associations.

The candidate is required to maintain complete confidentiality of student records along with any other information of a confidential nature.

Qualifications

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Familiarity with programs and strategies to support first-generation, low-income, nontraditional, and minoritized students;
- Familiarity with the community college environment and its student population;
- Demonstrated ability to independently manage workload and meet deadlines,
- Demonstrated ability to work independently and collaboratively to solve problems;
- Experience providing high quality and equitable customer service in a fast-paced and high-volume environment.
- Experience supporting students in academic goal setting and career planning preferred;
- Experience in academic advising or case management preferred

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor's Degree in an appropriately related field along with one to four years of experience applying those disciplines in activities related to student recruitment and retention; or a combination of education, training and experience that would lead to the competencies required for successful performance of the position's essential duties.

Work Environment

Candidates will typically perform their work in offices, conference rooms and lecture facilities. The work does not normally require the exertion of significant physical effort. Computer application skills are required.