ASSISTANT DIRECTOR OF ADVANCED MANUFACTURING AND H2WORKFORCE MANAGER
Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified Grant Funded, position domiciled at the Lacombe Main Campus. *Preference will be given to internal applicants**

Applications will be accepted until position is filled, with preference being given to those received on or before October 25, 2023. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes. **Preference will be given to internal candidates**

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (no copies, will accept e-scripts) to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu

Job Summary:

The Assistant Director of Advanced Manufacturing & H2Workforce Project Manager is responsible for helping to achieve the management, recruiting and curriculum goals of various projects in academic and outreach programs within the Strategic Initiatives Division. The successful candidate will work directly under the Director to achieve the goals of NTCC’s DOL grant: The Evolution of Apprenticeships in Mechatronics to Workforce Opportunities and Regional Collaboration, or TEAMWORC.

QUALIFICATIONS:

Minimum Qualifications:

- Bachelor’s degree in one of the related disciplines from a regionally accredited institution
- Experience in education, preferably higher education
- Ability to work effectively with a diverse employee and student population
- Ability to work a flexible schedule and travel to off-site meetings, events and conferences
- Demonstrated ability to present and facilitate professional development
- Ability to instruct and train in online course programs such as Canvas
- Driven to achieve goals

Preferred qualifications:

- Master’s degree in an Advanced Manufacturing, Mechatronics, Supply Chain & Logistics, Occupational Safety, or related discipline from a regionally accredited institution
- Two or more years of experience in higher education
- Experience in college setting and/or working with business and industry partners
- Familiarity with PM software, collaboration and time management tools
• Advanced time management and analytical skills
• Excellent client-facing communication skills
• Demonstrated understanding of NTCC’s mission and goals
• Attention to detail
• Ability to embrace change in a dynamic higher education setting

RESPONSIBILITIES:
Assistant Director of Advanced Manufacturing Responsibilities:
1. Assist the Director to ensure all of the goals of the grant are successful.
2. Track project performance, specifically to analyze the successful completion of short- and long-term goals.
3. Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
4. Develop comprehensive project plans to be shared with clients as well as other staff members.
5. Use and continually develop leadership skills.
6. Assist in all activities related to the TEAMWORC grant and other projects including both recruiting and curriculum development.
7. Responsible for utilizing grant funds to meet the needs of the TEAMWORC grant. This might include curriculum development and teaching classes in new credit programs in Engineering Technology, Supply Chain Management and Logistics, and Industrial Safety.
8. Working with community training programs to identify potential opportunities.
9. Responsible for assisting college in faculty retention and recruiting efforts.
10. In charge of getting student involvement in project-based work, internships, pilot programs and other activities.
11. Accountable for getting branded campus sites focused on innovative technologies established at their campus. This includes providing activities at the campuses to attract both students and community members to visit them and participate in TEAMWORC activities at them.
12. Work collaboratively within the LCTCS system and with institutions in the state to share resources, ideas for expanding training opportunities.
13. Explore use of other training avenues to supplement/enhance students’ skills.
14. Additional duties as assigned.

H2Workforce Project Manager Responsibilities:
1. Implementation of activities, promotions and maintaining communication between industry partners, students, and the system office.
2. Managing the data entry, report generation and information maintenance in the designated student/alumni management system.
3. The project manager will work with the Marketing team to ensure all material is produced and distributed through proper channels and to the appropriate personnel.
4. Managing the project portfolio and the reporting of H2Workforce program activities through presentations, press release, and other promotional methods to highlight the projects outcomes.
5. Responsible for ensuring not less than 80% of H2Workforce students’ complete programs with career opportunities or continuing education plans aligned with the future Hydrogen/Clean Energy industry.
6. Build and lead a Hydrogen industry advisory board comprised of new and established companies and businesses.
7. Research and complete workforce assessments and profiles on all companies with potential impacts on the Hydrogen industry.

8. Schedule industry and public tours of training programs

9. Host registration events to drive enrollment.

10. Work with adult education, external stakeholders, and academics to operationalize noncredit and credit pathways.

11. Serve as the college’s representative in all meetings, events and activities related to the H2TheFuture projects, on a local, regional, and state level.

12. Additional duties as assigned.

Skills/Abilities/Knowledge:

- Strong analytical and organizational skills, detail oriented, and ability to relate to a variety of individuals.
- Excellent written and oral communication skills, time management skills, and the ability to evaluate and determine priority of workload to meet deadlines and goals.
- Excellent computer skills with experience using word processing and spreadsheet software.
- Must maintain confidentiality of work-related information and materials.

**SKILLS** are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, using pertinent software applications, verbal and written communication skills, customer and student focus, supervisory and management skills, diplomacy skills, presentation skills, collaborative skills, and strong organizational and planning skills.

**KNOWLEDGE** is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws, working with diverse populations.

**ABILITY** is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the function of the job include: adapting to changing work priorities, working and communicating with culturally diverse groups (service area, parental, governmental agencies) – both written and orally, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and ability to travel.
Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills.

Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.) 3. Software Used: A variety of word processing, spreadsheet, database, e-mail, and presentation software. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:** Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.