



Director of Operations – MEPOL (Manufacturing Extension Partnership of Louisiana)

Summary:

This is an unclassified position reporting directly to the LCTCS – MEPOL Director. MEPOL is part of the national, non-profit Manufacturing Extension Partnership established by the U.S. Department of Commerce's National Institute of Standards and Technology (NIST).

Duties and Responsibilities:

- Work in conjunction with LCTCS – MEPOL Director on Center strategies and goals
- Promote LCTCS - MEPOL and provide technical consulting to Louisiana manufacturers.
- Provide project deliveries and assist project managers with delivery as needed.
- Coordinate internal and external resources for the execution of projects.
- Manage Project Manager team to create and drive the mission of NIST MEP.
- Build a solid relationship with the community and technical colleges in Louisiana and grow and sustain a coordinated partnership to most effectively support manufacturers throughout Louisiana.
- Understand manufacturing needs and ensure effective internal and external vetted and qualified resources to meet these needs.
- Benchmark and monitor project training and services from internal and external resources to ensure deliverables are being met.
- Assist with follow-up of manufacturers on completed projects and discuss future needs.
- Communicate and benchmark with other MEPs on best practices and trends.
- Oversee assessments with manufacturers either in conjunction with MEPOL contracted colleges or independently as needed.
- Monitor open and ongoing projects with college teams and internally to ensure that all projects are delivered on time, within scope and within budget.
- Establish and maintain relationships with third parties/vendors to provide a qualified pool of service providers both internally and among MEPOL contracted colleges.
- Create and maintain project documentation internally, electronically and through a Sales Management tracking system, with preferred experience in Salesforce CRM.

- Assist MEPOL contracted college to oversee and manage quarterly project surveys on completed projects through direct engagement with manufacturers as well as monitoring and assisting project managers with performing surveys.
- Assist Manufacturing Outreach Manager in monitoring compliance with project specifications, State and Federal grant contracts, reviewing proposals, invoices and all other related duties as required.
- Manage client projects when necessary.
- Develop relationships with state agencies and organizations in coordination with the LCTCS – MEPOL Director
- Provide leadership support to help staff meet organizational goals.
- Assist LCTCS – MEPOL Director with outreach and other operations support as needed.

Qualification Requirements:

- Bachelor's degree in a scientific, engineering or business management field.
- 5+ years of relevant manufacturing/business experience.
- Working knowledge of quality and process improvement principles.
- Strong analytical abilities, written and communication skills.
- Working knowledge of a Sales Management tracking system.
- Ability to relate well with people of diverse backgrounds in a variety of business and industrial organizations.
- Successful experience in business development.
- Capability of working effectively with both academic and business community, private and governmental sectors, and institutions of higher education.
- Strong knowledge of Microsoft Office software (Outlook, Excel, PowerPoint and Word). Ability to learn to operate College-specific software and applications.
- Ability to work with continuous attention to detail in composing and proofreading material. Ability to establish priorities and meet deadlines while effectively managing time. Must be able to work in a fast-paced environment with a demonstrated ability to multi-task.

Preferred:

- Knowledge of Hollings Manufacturing Extension Partnership program

Additional Requirements:

- A valid Louisiana Driver's License
- Proof of motor vehicle insurance
- Proof of education

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Compensation:

Depends on Qualifications

Application Instructions:

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to:

Human Resources
Louisiana Community and Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806

or via email to employment@lctcs.edu

Applications will be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.

Louisiana Community and Technical College System is committed to diversity and is an equal opportunity / equal access employer.