

**POSITION DESCRIPTION**  
**Instruction Staff/Faculty**

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**Position Title:** Automotive Service Aide

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**Organizational Unit:**  
Technical Division

**Reports to:**  
Columbus Campus Director

**Revision Date:**  
June 2019

**I. Narrative General Description**

Technical instructional staff/faculty of Coffeyville Community College are responsible to the Vice President for Innovation & Business Initiatives for instructional and personnel matters and to fulfill the requirements as outlined in the Memorandum of Agreement. The Automotive Service Aide is responsible to assist in the safety, security, operation, and instruction of the college Automotive Service area and equipment.

**II. Functional Responsibilities**

- A. Assist the Automotive Service Instructor in activities that enable students to obtain the course and program outcomes.
- B. Assist with the operation of the Automotive Service Technology classroom and shop area, including security, supplies, maintenance, and supervising of program students.
- C. Assist the Automotive Instructor to maintain student discipline and report student attendance daily.
- D. Provide clerical support to the instructor.
- E. Help students work with equipment or instructional materials assigned by teacher.
- F. Operate and care for equipment used in the classroom and the shop.
- G. Keep an accurate inventory of the tool crib.
- H. Assist in clean-up activities in the automotive shop.
- I. Assist with the supervision of students during emergency drills and field trips.
- J. Substitute for instructor as needed.
- K. Track tools checked in and out by students.
- L. Train students on Service Writer skills and paperwork.
- M. Help students with hands on tasks and trouble shooting.
- N. Order and charge out all parts electronically, pick up parts as needed.
- O. Process all work orders for the program, including matching work orders to parts ordered and estimate sheets, and maintaining spreadsheets to track sales, breakage and lost parts.
- P. Attend professional development workshops/seminars and other professional activities to update and keep current with industry skills and technology.
- Q. Maintain an annual inventory of program equipment and supplies.
- R. Meet attendance expectations as required for this position.
- S. Actively participate in college and community activities.
- T. Complete other duties as assigned by the Columbus Campus Coordinator or Automotive Service Instructor.

**III. Supervises the Following Staff**

- A. Work-study students

**IV. IV. Required Knowledge, Skills, and Personal Qualifications**

- A. Proven computer skills and ability to coordinate program curriculum.
- B. Proven organizational skills.
- C. Excellent communication skills both oral and written.
- D. Strong customer service skills.
- E. An understanding of the role of advisory committees for program improvement.
- F. Ability to stimulate motivation, confidence, and enthusiasm in students.
- G. A willingness to participate in and attend college functions.

**V. Required Experience**

- A. A minimum of two years of automotive work experience.
- B. A minimum of two years working with the public.

**VI. Required Educational Background**

An Associate degree in the field is preferred from a regionally accredited institution of higher education recognized by the U.S. Department of Education. An industry-recognized certification and a high school diploma or equivalent is required.

**EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION**

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.