

# **Educational Assistant - Lab Assistant (Sheet Metal Manufacturing Program) Three Rivers Community College**

## **ANNOUNCEMENT OF ANTICIPATED POSITION OPENING**

**POSITION:** Educational Assistant (Technologies Lab Assistant for Sheet Metal Manufacturing)  
Part Time EA – up to 17 hours per week / Rate: \$24.94 per hour

**MINIMUM QUALIFICATIONS:** Associate degree (degree in an engineering discipline is strongly desired). Good working knowledge of proper use of shop fundamentals and techniques, hands-on familiarity with hand tools, electronic test equipment, and industrial tools including sheet metal equipment such as punches, shears, brakes – both manual and powered, and welding units. A background in shop safety is essential, including familiarity with MSDS/SDS concepts and practices. Must be able to interpret mechanical drawings (views, dimensions, tolerances, etc.). Must be familiar with electrical schematics/basic circuit analysis. Must be able to execute written and verbal procedures and instructions. Must have working knowledge of productivity software (Excel, PowerPoint, and Word). Must be able to occasionally lift weights up to 50 lbs. and perform other necessary physical requirements in performance of regular job duties.

*Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.*

### **RESPONSIBILITIES:**

In 2014, Three Rivers Community College was awarded funding under the Connecticut Advanced Manufacturing Initiative (CAMI), a multi-year US Department of Labor grant. The CAMI grant presents an opportunity to expand the academic and physical structure of manufacturing programs across the state. Among other deliverables, TRCC will develop and implement a Precision Sheet Metal Manufacturing Certificate program for interested students. Under the supervision of the Engineering Technologies Department, the lab assistant will:

- Perform various technical and administrative tasks that support instruction, experimentation, maintenance, logistics, and student and faculty projects;
- Provide support with equipment breakout, setup, and storage;
- Provide support with light machining, bread board and circuit assembly/soldering, light electromechanical assembly, alignments, testing, and development of bill of materials and parts/supply procurement;
- Procure materials, parts, and educational supplies from vendors;
- Support facilities and equipment maintenance requirements as necessary including equipment acquisition, repair, and calibration;
- Maintain a clean and safe work environment in offices and technology labs;
- Assist during course implementation (may be asked to instruct students on safe equipment set-up, operation, and maintenance);
- Respond to internal inquiries regarding the sheet metal manufacturing program;
- Assist with the tracking of goals, deliverables, and participant progress throughout the CAMI grant period;
- Track all pertinent data as required on quarterly and annual reports;
- And other related duties as assigned

**TO APPLY PLEASE SUBMIT THE FOLLOWING via email to [bbillups@trcc.commnet.edu](mailto:bbillups@trcc.commnet.edu)**

Send letter of intent, resume, transcripts, the names of three references and a completed application form:

<http://www.ct.edu/files/pdfs/Employment-Application.pdf>

### **APPLICATION DEADLINE:**

Application materials must be received by the close of business on July 29, 2016

**THREE RIVERS COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER; M/F AND PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

*Three Rivers Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record.*

This program is funded by a \$15,000,000 Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant from the US Department of Labor, Employment and Training Administration. This Program is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.