



**MIDDLESEX COMMUNITY COLLEGE  
JOB OPPORTUNITY  
EDUCATIONAL ASSISTANT – TUTOR (MANUFACTURING PROGRAM)  
Part-Time – 15 hours per week  
Projected Start Date – August 2017**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Meriden and/or Middletown, CT  
**Hours:** 15 hours per week (Evening Hours)  
**Salary:** 24.94 per hour  
**Closing Date:** August 21, 2017

**Knowledge, Skills and Abilities:** This position is accountable for providing academic support to students in the Manufacturing Program, including such tasks as facilitating individual and group tutoring to students; assisting students with assignments; providing supplemental instruction; proctoring student exams; and setting up, arranging and testing lab equipment, and materials. Candidate must demonstrate understanding of principles and concepts of machine technology, blueprint reading, CNC, precision machining, GD&T, quality control, CAD/CAM, parametric design (SolidWorks); understanding of operation and set up of manufacturing lab equipment; skill in tutoring and basic instruction.

**General Experience:** Associate's degree in Manufacturing Machine Technology or a closely related field; and one to two years of related experience.

**Special Experience:** Preferred qualifications include experience working with community college students of varying abilities; an understanding of the mission of the community college; experience in using Hexagon ROMER Arm, InSpec Metrology software, and EMCO Mill & Turn Trainers.

**Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

**Working Conditions:** Incumbents typically perform their work in instructional labs or classrooms.

**Application Instructions:** Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to: [MX-HR-Recruitment@mxcc.commnet.edu](mailto:MX-HR-Recruitment@mxcc.commnet.edu); OR, mail to:

Noreen Wilson, Administrative Assistant  
Human Resources  
Middlesex Community College  
100 Training Hill Road  
Middletown, CT 06457

For more information about Middlesex Community College, please visit our website, [www.mxcc.edu](http://www.mxcc.edu)

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER; M/F PR OTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex 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, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies related to employment: Anastasia Pych, Title IX Coordinator and Section 504/ADA Coordinator, [apych@mxcc.edu](mailto:apych@mxcc.edu); 860-343-5751.