

**Manchester Community College**  
Educational Assistant, Manufacturing Lab Assistant  
Full Time, 35 hours/week

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

**Open To:** The Public  
**Location:** Manchester Community College, Manchester, CT  
**Hours:** 35 hours per week  
**Salary:** \$44,453 Approx. Annual  
**Closing Date:** February 12, 2015

**Minimum Qualifications:**

An associate's degree in a related field with two or more years of experience in manufacturing and precision machining is required. The successful candidate should have a strong understanding of manufacturing principles and concepts, and an advanced understanding of manual as well as CNC turning and milling machine operations, setup and safety procedures, skills in tutoring and basic instruction on manufacturing equipment, strong technology skills and basic skills in manufacturing equipment maintenance. Applicants should also have excellent attention to detail, strong verbal and written communication skills, good interpersonal skills and the ability to work with students, faculty, staff, and the community as well as a demonstrated understanding of the mission of the community college.

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

**Duties:**

The Manufacturing Lab Assistant will work closely with the Manufacturing Coordinator to support teaching and learning resources and activities related to the Connecticut Advanced Manufacturing Initiative (CAMI) grant. The person in this position will be responsible for overseeing the manufacturing labs including equipment setup, maintenance and scheduling. Responsibilities of the Manufacturing Lab Assistant will include assisting the instructor in the classroom, tutoring students, overseeing lab activities, keeping an inventory of materials and consumables, and reordering as needed. This person will also perform other manufacturing-related activities as required by the CAMI grant, as needed.

**Application Instructions:** Send letter of interest, resume, and the names of three professional references to the address below:

Patricia Lindo, Interim Director of Human Resources  
Manchester Community College  
Great Path MS #2  
PO Box 1046  
Manchester, CT 06045-1046

GenInfoHumanResources@mcc.commnet.edu

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.