

Coordinator of Engineering & Engineering Technology
Laboratories
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=247961>

Downloaded On: Nov. 1, 2024 12:24am

Posted Oct. 31, 2024, set to expire Nov. 10, 2024

Job Title	Coordinator of Engineering & Engineering Technology Laboratories
Department	Business, Engineering & Technology
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Oct. 31, 2024
Application Deadline	11/10/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Coordinator of Engineering & Engineering Technology Laboratories

Category: Professional

Department: Business, Engineering & Technology

Locations: Worcester, MA

Posted:

Closes: 11/10/2024

Type:

Position ID: 181971

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General Statement

The Coordinator of Engineering & Engineering Technology laboratories (hereafter "all laboratories") is responsible for coordinating with the full-time faculty in Electronics Engineering Technology, Engineering, and Manufacturing Technology to oversee operations and contribute to the design/development of hands-on laboratory modules and technological-based curriculum. Taken together, these laboratories provide an integrated suite of technical and computing tools and other resources to support teaching and learning across Engineering & Engineering Technology programs.

The coordinator oversees administrative functions, and technical operations, including IT. They will work closely with full-time faculty, adjunct faculty and workforce development trainers to coordinate lab utilization, set up and materials usage. The coordinator will work with faculty and staff to develop public facing programming to support Admissions & Enrollment initiatives as well as STEM and K-12 outreach efforts more holistically.

Laboratories include: Advanced Manufacturing Lab (111-AC), CAD/CAM Studio (114Q), Digital Fabrication Lab/Fab Lab (115-Q) and Electronics Engineering Technology Labs (109-Q and 111-Q).

Supervision Received:

Reports to the Dean for the School of Business, Engineering & Technology and works in close alignment with the program coordinators and faculty in Engineering & Engineering Technology and others as appropriate.

Supervision Exercised

May supervise part-time staff, work-study and/or cooperative education student interns.

Duties & Responsibilities

1. Coordinates/oversees administrative functions of the Engineering & Engineering Technology laboratories, to include but not be limited to:

- Work with full-time faculty to set short/long range goals for all laboratories.
- Manage long range technology initiatives in collaboration with the full-time faculty.
- Assist in recruiting and training part-time laboratory assistants for each area.
- Develop standard operating procedures for safe and appropriate utilization of each laboratory and its related equipment.

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- Serve as a resource for full-time faculty in the acquisition of hardware, software, training equipment and supplies, and make related purchase recommendations.
- Assist full-time faculty in the research and design of new or upgraded laboratory facilities and equipment specification/selection.
- Proactively collaborate with the full-time faculty and development team to provide budgetary information for grants and make recommendations for funding of projects.
- Maintain necessary records and maintenance documentation in support of operations in all engineering and engineering technology laboratories.
- Manage inventory and conduct annual inventory review in concert with full-time faculty within all laboratories.
- Serve as primary liaison and maintain contact with equipment and supplies vendors.
- Work with program coordinators to identify and order appropriate equipment and supplies, and place purchase orders with vendors as needed.
- Ensure safe operation of equipment by all users--faculty, students, staff members and others as appropriate.
- Ensure regular maintenance of all laboratory equipment, including equipment calibration.
- Ensure that OSHA safety and all necessary equipment maintenance standards and procedures are established and followed in all laboratories.
- Maintain MSDS Sheets and other required documentation.
- Work closely with QCC Facilities team to ensure proper care and disposal of environmentally hazardous chemicals and materials.
- Other related duties as assigned.

2. Coordinate/oversee technical operations of Engineering & Engineering Technology laboratories to include but not be limited to:

- Provide/coordinate technical support/assistance to faculty and students.
- On-board and train, coordinate scheduling and actively support laboratory assistants in each laboratory.
- Assist faculty in the development of hands-on teaching materials for all laboratories.
- Explore AR/VR and innovative instructional tools and modalities to augment students' learning experience.
- Assist faculty in the design of safe classrooms, demonstrations, and experimental laboratories.
- Develop and implement a lab safety program and supervise open lab times as needed.
- Develop and deliver laboratory equipment safety training / briefing programs for students and faculty.

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- Work with the full-time faculty to plan, organize, and coordinate laboratory operations across the advanced manufacturing lab, digital fabrication lab and the electronics & electromechanical technologies labs.
- Determine methods to install, maintain and troubleshoot laboratory equipment including but not limited to tools that support robotics and automation, CNC machining, digital fabrication, mechatronics, PLCs, and process controls.

3. Manage Computing/IT Infrastructure for Engineering & Engineering Technology laboratories to include but not limited to:

- Work with full-time faculty in Engineering & Engineering Technology to define networking goals and strategies across all laboratories.
- Serves as the key interface with Information Technology (IT) to oversee the installation of appropriate networked resources, and coordinate/schedule network support and maintenance as needed.
- Works with full-time faculty to manage and upgrade networking, computer hardware and computer software within all related laboratories in alignment with workforce demands and curricular needs.

4. Coordinate expansion of programs and services within the Engineering & Engineering Technology laboratories to include academic and workforce training initiatives.

5. Work with faculty to develop and promote public-facing programming within all laboratories for community members, Early College students, or other constituencies.

6. Aid Admissions, Enrollment Services, Student Life, and Institutional Communications and Marketing staff by planning and organizing laboratory demonstrations for public-facing and student-focused events like the QCC Open House.

7. Perform administrative tasks associated with department activities. This may include but not be limited to conducting research on usage and implementation of educational technology; preparing job descriptions, payroll action forms, employment forms, annual reports, training reports, utilization reports, grant proposals, purchase requests, inventory reports, instructional materials, goals, objectives, policies, newsletters, reports, forms, and general correspondence; receives or refers to schedules, technical study reports, budget reports, balance sheets, grant awards, system audits, work requests, attendance records, flow chart diagrams, technical documentation, policies, handbooks,

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manuals, and reference materials.

8. Interact with various agencies/individuals on campus and actively participate in affinity groups or professional organizations.

9. Supervise and coordinate activities of staff as assigned.

10. Maintain professional knowledge in applicable areas (i.e. - maintains a working knowledge of assigned area; research new technologies, products, trends, and advances in the profession; reads professional literature; attends conferences, workshops, and training sessions).

Job Requirements:

Minimum Qualifications:

- Bachelor's degree in Engineering, Engineering Technology, Computer Science, Education, or closely related field;
- Five years experience and/or training that includes laboratory oversight and administration and/or computer systems administration and/or academic computing program coordination, and/hands-on coordination of software operations.
- OR equivalent combination of education, training, and experience to address the minimum qualifications above.

Preferred Qualifications

- Demonstrated experience in designing and delivering hands-on laboratory experiences with students.
- Well-developed professional skills and commitment to creating an engaging and inclusive environment that welcomes all students.
- Expertise in the field of instruction/design.
 - Proven ability for bringing ideas to reality, and helping students or clients meet their design and build objectives.

Hours:

Monday through Friday and are based upon student needs, some evenings and weekends may be

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Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, religion, age, veteran status, genetic information, pregnancy or related conditions, gender identity, sex characteristics, sex stereotypes or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits Sex-Based Harassment. Inquiries or complaints concerning discrimination, harassment, or retaliation shall be referred to the College's Affirmative Action Officer and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=181971>



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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