

Academic Lab Specialist - Manufacturing
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258944>

Downloaded On: Jul. 18, 2025 4:13am

Posted Jul. 2, 2025, set to expire Jul. 20, 2025

Job Title Academic Lab Specialist - Manufacturing
Department Manufacturing Technology
Institution Central Oregon Community College
Bend, Oregon

Date Posted Jul. 2, 2025

Application Deadline 07/20/2025

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Other
Vocational/Technical

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Job Description

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Position Number: B103PD

Starting Wage/Salary: \$23.12 - \$24.05/hr plus exceptional benefits, subject to change due to ongoing negotiations

Close Date: 07/20/2025

Primary Purpose:

The Academic Lab Specialists monitors student activity in Manufacturing Technology labs, including but not limited to Computer Labs, Welding Lab, Product Design, CNC and Machining Labs in the Manufacturing Technology Program; provides safety oversight and student guidance; maintains and repairs equipment; manages inventory and purchasing; and provides instructional assistance to faculty.

Essential Duties and Responsibilities:

Student Services:

- Monitor the safety of students in training labs.
- Monitor student activities in the Manufacturing Technology labs and classrooms.
- Distribute timely and relevant communications to students.

Tool Room and Equipment:

- Purchase and maintain all inventory and consumables in the Manufacturing Technology program.
- Manage daily program operations, including directing Lab Assistants and Work Study employees in daily duties.
- Develop, manage and implement equipment maintenance schedule.
- Perform technology and equipment maintenance as scheduled and/or directed by supervisor.
- Monitor and maintain program inventory, including equipment, consumables, and supplies.
- Assist vendors with delivery of goods and materials using program forklift.
- Maintain productive relationships with vendors and college partners, including calling for service and support for laboratory equipment as needed.

Instructional Assistance:

- Provide machine shop and welding instructional assistance when other instructors are busy, absent, or cannot assist students.
- Monitor student activity in manufacturing labs as directed by supervisor.

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- Facilitate and participate in outreach and recruitment events.
- Work with faculty and program director to track individual student and/or program outcomes.
- Assist the Manufacturing Technology Program Director in organizing and coordinating day-to-day program activities.

General Duties:

- Ensure and reinforce Manufacturing Technology safety standards, including when visitors are present.
- Manage cleanliness of Manufacturing Technology facility.
- Track purchases and fees to ensure proper budget management.
- Perform other duties and projects as they pertain to the overall objective of the position.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Ability to monitor and assist students in the general daily operation of the Manufacturing Technology open-entry/exit labs.
- Ability to initiate and perform work without supervision.
- Ability to work flexible hours including days, nights, and an occasional Saturday.
- Ability to withstand loud noises and a busy machining environment.
- Possess the knowledge and skills to perform routine tasks using Windows based computer software.
- Possess a working knowledge about welding and machining safety as it relates to setup and the basic operation of hand and power tools.
- Ability to work constructively and courteously with students, the general public, college staff, outside repair maintenance and other service vendors.
- Ability to use personal computer with Windows and Microsoft Office suite software, telecommunications equipment, printers, copiers
- Ability to direct the activities of a work-study student assistant and other Manufacturing Technology part-time employees to perform duties required by staff or supervisor.
- Ability to communicate effectively, both orally and in writing, using the English language with or without the use of an interpreter.

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- Ability to demonstrate essential job functions outlined above.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.
- Ability to operate a forklift.

Minimum Requirements:

Education

- Associates degree in manufacturing-related field.

Experience

- Three years experience working in or an understanding of a manufacturing environment.

Preferred Qualifications:

- Four or more years experience in Industrial technology and/or manufacturing experience requiring skills taught in the manufacturing program.
- Experience in tutoring or instructing adults or youths.

To apply, visit <https://jobs.cocc.edu/postings/11393>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-

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3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Manufacturing Technology
Central Oregon Community College

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