

Manager, Advanced Manufacturing
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=259525>

Downloaded On: Aug. 25, 2025 11:00pm

Posted Jul. 10, 2025, set to expire Nov. 7, 2025

Job Title Manager, Advanced Manufacturing
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Jul. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager
Professional Staff

Academic Field(s) Vocational/Technical

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Job Description

Posting Details

Position Information

Position Title: Manager, Advanced Manufacturing

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Requisition Number: SCA00844

General Description

The Manager, Advanced Manufacturing will lead and manage the Welding and Nondestructive Testing (NDT) programs at Community College of Philadelphia. The position will be responsible for overseeing program development, ensuring instructional quality, maintaining industry partnerships, and ensuring compliance with accreditation standards. The position plays a critical role in preparing students for careers in advanced manufacturing by fostering an innovative, safe, and hands-on learning environment that meets the evolving demands of welding and NDT industries. This is a grant funded position. Continued employment is contingent on the availability of those funds.

#ID23

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

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- Oversee the Welding and Nondestructive Testing (NDT) programs, ensuring alignment with industry standards and accreditation requirements by fostering relations with external subject matter experts while internally developing local expertise.
- Lead curriculum development and updates to ensure that programs meet industry demands, technological advancements, and student career outcomes.
- Recruit, onboard, develop and manage the instructional team, including full-time faculty, adjuncts, and lab technicians.
- Implement new initiatives to improve student retention, completion, and job placement rates for welding and NDT programs.
- Provide regular updates and prepare reports on program enrollment, retention, completion and job placement to the college community, Board and external audiences as requested.
- Prepare certificates of completion for those programs that require them.
- Collect course folders and all course documents at the end of each program.
- Deliver quality customer service to both internal and external constituents in a professional, helpful and courteous manner.
- Ensure that high-quality instruction and hands-on training are delivered to students in both Welding and NDT programs.
- Develop and implement strategies to improve student engagement, performance, and competency in advanced manufacturing practices.
- Recruit, onboard and supervise all Welding and NDT faculty to ensure and maintain consistent and high-quality instruction.
- Prepare class materials, order textbooks and supplies, and ensure availability of classrooms when required.
- Serve as the primary contact person for trainers, consultants, faculty, and other departments for the efficient and successful operation of Workforce Development Advanced Manufacturing programs.
- Establish and maintain strong partnerships and coordinate frequent touchpoints with local industry leaders, ensuring that the programs meet regional workforce needs.
- Facilitate internships, apprenticeships, and job placement opportunities for welding and NDT students.
- Serve as the primary contact person for all advanced manufacturing externship sites.
- Collaborate with advisory boards to assess program effectiveness and gain insights into industry trends and skills demands.
- Manage the maintenance and procurement of program-specific equipment, tools, and lab facilities to ensure safe and effective instructional environments.
- Ensure compliance with safety regulations and best practices in the welding and NDT labs.

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- Support recruitment and outreach efforts to attract a diverse student population to the Welding and NDT programs.
- Provide academic advising and career guidance to students pursuing advanced manufacturing careers.
- Ensure that programs are accessible and supportive for non-traditional students and underrepresented groups.
- Communicate with potential students; answer program inquiries in person, via email and phone; and work as a liaison with other departments in the College to resolve student registration and payment issues.

Minimum Qualifications

- Associate degree in an advanced manufacturing-related field required.
- Consideration will be given to candidates with a minimum of 6 years of advanced manufacturing-related experience in lieu of the educational requirement.
- Minimum of 3 years of experience in advanced manufacturing; including at least 1 year in program management, coordination, or technical training.
- Strong leadership, communication, and organizational skills required.
- Strong computer skills, specifically in the use of internet browsers and Microsoft Outlook required.
- Ability to prioritize tasks, meet deadlines and maintain flexibility.
- Ability to work effectively with minimal supervision is required.
- Must have access to reliable transportation to travel between campuses and within the local area to attend meetings and related events, as needed.
- Must be able to support programs and classes on all campuses in various delivery modalities.
- Must be available to work evenings and weekends based on business needs and to serve working adults.

Preferred Qualifications

- Bachelor's degree preferred.
- 1 year of experience in program management, coordination, or technical training—preferably within an educational or workforce development setting.
- Strong customer service skills and the ability to maintain sensitivity, understanding and respect for a diverse work environment is preferred.
- Awareness of barriers to student completion and success preferred.
- Effective verbal and written communication skills is preferred.
- Experience in curriculum development and program management within a higher education

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setting is preferred.

Work Location: Career and Advanced Technology Center

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 3

Min Salary/Hourly Rate: \$54,498

Max Salary/Hourly Rate: \$89,921

Job Posting Open Date: 07/01/2025

Type of Position: Administrator

Employment Status: Full-Time

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Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

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(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have 3 years of experience in advanced manufacturing; including at least 1 year in program management, coordination, or technical training?
 - Yes
 - No
5. * Do you have an associate degree or higher in an advanced manufacturing-related field OR at least 6 years of advanced manufacturing-related experience in lieu of the educational requirement?
 - Yes
 - No
6. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
 - Yes, the salary range is within my expected salary expectations.
 - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

Documents Needed to Apply

Required Documents

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1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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PI275090142

Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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