

Automotive Technology Operations Manager

Personnel Requisition

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Posting Number:	201100782P
Job Title:	Automotive Technology Operations Manager
Location:	Texas Township Campus
Full-Time/Part-Time:	Full Time
Pay Rate:	\$39,380 per year minimum. Salary will be set based upon education and relevant years of experience beyond the minimum qualifications.
Position Type:	Staff
Department:	Automotive

Job Summary: Are you an individual who enjoys managing labs to assist with student success? Are you an individual who works well with others on a team? If so, then KVCC may have the ideal position for you.

This position will oversee the operations of the Automotive Technology Laboratory including the coordination of multiple activities, laboratory spaces, and equipment usage. The person in this role will coordinate the purchasing of lab supplies, organize and ensure routine equipment maintenance and facility upkeep, manage and maintain inventory, equipment records, and other office files, and assist in budget preparation and capital requests. You will also provide backup purchasing support for other college technical trades programs. This individual will conduct student orientation sessions; demonstrate and assist students in the proper and safe operation of the automotive technology tools and equipment; exercise and oversee safety standards and operations; and problem-solve and troubleshoot laboratory and technical issues. The Operations Manager will assist students in completing laboratory assignments, examine and evaluate student coursework, administer and evaluate student tests, and confer with and advise students about the program courses and career options.

Additional responsibilities include:

- Research new instructional materials.
- Meet with the Dean, faculty, and others to assist in evaluating and revising curriculum.
- Maintain relationships with vendors and industry partners.
- Coordinate customer pay activities, and provide general assistance to customers and visitors as a representative of the Automotive Technology Program and Industrial Trades Division.
- Work with Human Resources to hire, orient, train, and evaluate assigned staff; schedule daily work and procedures; participate in the selection and orientation of part-time instructors.
- Serve as supplemental oversight for the Welding laboratory support staff.
- Assist with supply orders for the Welding program.

This person will also supervise three part-time employees.

Minimum Qualifications: Associates degree in automotive technology or an equivalent combination of education and experience required. A minimum of two years experience in the automotive field required. ASE certification as a master mechanic required.

Skills and Knowledge:

- Knowledge of the principles and practices of program being taught.
- Knowledge of functions, operations and/or maintenance of equipment being used.
- Skill in working with students.
- Skill in evaluating student performance and measuring progress.
- Skill in preparing instructional materials.
- Skill in making written and oral presentations.

Preferred Qualifications and Experience:**Physical Demands:**

Work Hours: Monday through Friday, 8:00 am-5:00 pm, additional hours may be required.

Posting Date 12/09/2019

Closing Date: 01/03/2020

Special Instructions to Applicants: Please note that you are required to attach a copy of your ASE certification in the Other Document field.

EEO Statement

As an employer, KVCC encourages, welcomes, and fosters differences because we believe that diversity makes us great. Diversity extends beyond race, religion, sexual orientation, gender identity, and disability, and encompasses people of all abilities, identities, circumstances, and characteristics. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we continue to enrich lives by teaching and serving our community with excellence. Prior to a job offer, candidates will be required to complete a criminal record background check. For some positions, a credit history investigation will also be required. Information gathered will be used for job-related purposes to the extent permitted by applicable law and will not result in an automatic disqualification from an employment opportunity.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Other Document

Optional Documents

1. Unofficial Transcripts
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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - KVCC Website (jobs.kvcc.edu)
 - Indeed.com
 - StudentAffairs.com
 - Other Online Source
 - Job Fair
 - Personal Referral
 - Other

2. KVCC is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows: 1. A "disabled veteran" is one of the following: A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability. 2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. 3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. 4. An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- o I identify as one or more of the classifications of protected veteran listed above
- o I am not a protected veteran

3. * Individuals who use tobacco products will not be hired into any full-time position at Kalamazoo Valley Community College. Do you use tobacco products?

- o Yes
- o No