

**Mechatronics Program Coordinator (Temp PT)  
Community College of Allegheny County**

Direct Link: <https://www.AcademicKeys.com/r?job=144567>

Downloaded On: Sep. 30, 2020 8:54pm

Posted Jul. 14, 2020, removed Aug. 10, 2020

<b>Job Title</b>	Mechatronics Program Coordinator (Temp PT)
<b>Department</b>	NSF Advance Mechatronics Tech
<b>Institution</b>	Community College of Allegheny County Pittsburgh, Pennsylvania
<b>Date Posted</b>	Jul. 14, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

Mechatronics Program Coordinator (Temp PT)

Position Title: Mechatronics Program Coordinator (Temp PT)

Department: NSF Advance Mechatronics Tech

Campus: West Hills Center

Work Hours (for hourly positions): REPOSTING. Flexible hours. Temporary part-time; 20 hrs/wk. This is a temporary part-time position with an option for medical benefits at full employee cost.

Salary Grade: N/A

Job Category: Administrators

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Employment Type: Temporary Part-Time

Job Slot: N/A

Job Open Date: 7/10/2020

Job Close Date: 8/7/2020

General Summary: Coordinate the grant activities, recruit non-traditional students, oversee curriculum development and expansion, all activities and reporting related to grant oversight.

Requirements: Bachelor's degree and a minimum of two years' experience in both adult education, workforce development, manufacturing/engineering experience preferred; availability during the day with some evening work.

Duties:

Responsibilities of the Project Coordinator/Outreach Specialist will include, but not limited to, the following:

- a) work with faculty to organize events with transportable trainers at local high schools and assist in planning a Mechatronics Problem solving competition at CCAC;
- b) visitations to rural and urban areas and promote online training options;
- c) participate in regular Open House, Manufacturing Day, and Job Fair events;
- d) work with the CCAC Director of Military and Veterans Service to target veteran populations;
- e) work with the Offices of Diversity & Inclusion and Admissions to ensure appropriate representation of the ethnically-under-represented students (especially African Americans/Black and Latino/Hispanic Americans);
- f) assist in planning Career Exploration Days for Women in Skilled Trades;
- g) work with faculty to invite local manufacturers to participate in class activities and as guest speakers;
- h) advise Mechatronics students on career tracks, specializations, and assist with job readiness;
- i) support the PI and co-PIs with day to day grant activities to successfully achieve project goals;
- j) perform other related duties as required or assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these

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clearances and are available

[url=https://apptrkr.com/get\_redirect.php?id=1956986&targetURL=https://ccac.csod.com/ats/careersite/search

To view the full job posting and apply for this position, go to:

[url=https://apptrkr.com/1956986]https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=700&site=3

**Contact Information**

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

**Contact**

NSF Advance Mechatronics Tech  
Community College of Allegheny County

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