



Posting Date: January 19, 2021
Closing Date: February 9, 2021

Northwest-Shoals Community College

Manager of Federation of Advanced Manufacturing Education (FAME) Program (Grant Funded Position)

Position Announcement

STARTING DATE: **Approximately - March 2021**

- QUALIFICATIONS:**
- Minimum of a bachelor's degree from a regionally accredited college, **required**.
 - Three years of directly-related experience (manufacturing, program or project management, career/technical education, higher education, etc.), **required**.
 - Experience in working with federal grant-funded projects, preferred.
 - Master's degree in related field, preferred.
 - Five years of directly related experience, preferred.
 - Experience managing projects or programs in a related field (advanced manufacturing, career/technical education (CTE) and/or workforce development), preferred.
 - Effective interpersonal, oral and written communication and problem-solving skills.
 - An understanding of and commitment to the community college mission.
 - An understanding of apprenticeship and its benefits.
 - A collaborative management style that works effectively in a shared governance environment.
 - Competency with personal computers, mobile devices, and standard office software applications, including word processing, spreadsheets, presentation software, and online meeting software.
 - Ability to travel as necessary to conduct and coordinate project activities.

- ESSENTIAL FUNCTIONS:**
- Using the overall project timeline, develop and implement a more detailed timeline for project activities at the College that ensures the College meets predetermined performance expectations.
 - Develop and implement a plan for communication (process and schedule for regular conference calls, emails, in-person meetings, virtual meetings, etc.) with all internal and external stakeholders, including weekly emails to FAME sponsoring businesses.
 - Manage the College's ALAMAP project and collaborate with the College's Grants Development Office and Business Office and with the ACCS System Office to ensure timely and accurate reporting and submission of requests for reimbursement of expenditures related to the project.
 - Conduct frequent program assessments and share results with all stakeholders.
 - Deliver presentations on the project wherever needed.
 - Participate in activities and events that support the goals of the project (such as National Manufacturing Day events, Dream It – Do It events, etc.).
 - Create and maintain comprehensive project documentation for both internal review and external audits.
 - Ensure the timely collection and reporting of participant data, including enrollment, special populations served, certificate and degree completion, credential attainment, job placement, and apprenticeship wages.
 - Act as the College's apprenticeship liaison with industry and the FAME chapter/board, ensuring effective communication and strong, productive relationships. Recruit new employers as apprenticeship sponsors.
 - Coordinate high school visits and attend college/career fairs to promote apprenticeship programs. Recruit program participants.

- Track student progress throughout the apprenticeship program, from recruitment through job placement. Maintain records for all apprenticeship students, administer exit surveys upon student completion, and collect and maintain program statistics.
- Coordinate the application, acceptance, and orientation of new students to the FAME program.
- Attend FAME-related training and conferences/convening's.
- Prepare or assist in the preparation of materials used in the FAME instructional program.
- Provide academic and career advice to students, encourage student leadership, and promote enrichment experiences.
- Administer the program for distribution of grant-funded student supports; provide referrals for students to sources of academic and personal support (both on-campus and external resource providers).
- Work with the Alabama Office of Apprenticeship (AOA) to ensure that all of the College's apprenticeship programs are appropriately state-certified as either registered (DOL-RA) or as industry-recognized (IRAP) and comply with all applicable state/DOL requirements.

SALARY: Compensation is in accordance with the Alabama Community College System's Salary Schedule C3-2 (\$50,716 - \$76,879).

APPLICATION PROCEDURES: **A complete application packet consists of the following:**

- *a completed Northwest-Shoals Community College application form (original signature required),*
- *a current resume, and*
- *postsecondary transcripts (unofficial or official), which must include institution's name, college degree, and degree date.*

"EMAILED OR FAXED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

Submit application packet to:

Northwest-Shoals Community College
Office of Human Resources
P.O. Box 2545 (800 George Wallace Blvd)
Muscle Shoals, AL 35662
Telephone: (256) 331-5229

CLOSING DATE: **Applications should be received by no later than 4:00 p.m., Tuesday, February 9, 2021.**

Incomplete application packets will eliminate the possibility of an interview.

Application packets received after the deadline date (including transcripts and letters of verification of work experience) will eliminate the possibility of an interview.

The submission of all required application materials by the deadline date is the sole responsibility of the applicant.

Northwest-Shoals Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Northwest-Shoals Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.