

**Job Classification:** Non-Exempt, Full-Time Staff

**Work Schedule:** 8am – 5pm, Monday – Friday, flexible hours negotiable per program needs

**Location:** Manhattan Campus

**Compensation:** Pay Grade 8 (Hourly rate: \$15.57 – 23.35)

*Please note: the minimum hourly rate for this position is \$15.57 per hour. The median hourly rate is \$19.45 per hour. Actual hourly rate will be determined based on the candidate's experience and credentials. The range indicated includes both the typical hiring range and future progression.*

**Reporting Relationship:** Dean of Advanced Technology; with secondary reporting to VP of Operations.

**Primary Accountabilities:**

The Technical Education Program and Facilities Assistant, provides support to the lead program faculty instructors in assisting trainees/participants towards their educational goals. The Program Assistant is responsible for primarily supporting the Construction Technology, Plumbing Technology, HVAC, and Electrical Technology program faculty in planning and coordinating program activities that continually promote the development and effective use of skills in areas, such as critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making in a student-centered learning environment. When program classes for CST, PLM, HVAC and ELT are not in session, remaining responsibilities will be fulfilled in support of the Facilities Department.

**Primary Responsibilities:**

I. In Coordination with the Program Faculty:

- Demonstrate a thorough and accurate knowledge of the field or disciplines supported
- Work to instill in participants the technical competencies and employment behavior expected within the specific career field
- Maintain a lab environment conducive to effective learning focused on learner-centered practices
- Enforce appropriate rules and expectations of participants in the facilities(s) that are in compliance with MATC policies/procedures and that result in a safe, effective learning environment
- Ensure that safe and reasonable precautions are implemented to protect participants, equipment, and facilities

II. Participation in College and Program Activities:

- Attend and participate in staff meetings, college committees, and college activities.
- Participate in professional development opportunities both within and outside MATC.
- Engagement with state meetings, through KBOR, regarding compliance of the program discipline.

III. Contribution to the Growth and Enhancement of College Mission and Programs:

- Communicate effectively with staff, students, and the public the mission and operation of Manhattan Area Technical College and the specific program
- Cooperate with other members of the MATC staff in planning instructional goals, objectives, and methods

- Assist in the operation and management of MATC through effective planning and communication with administration and all staff personnel
- Assist in the selection of resource materials and equipment and make facility improvement recommendations
- Assist the lead faculty in the program with recruitment and additional creation and opportunities of workforce training to increase program capacity.
- Increase industry and secondary institution partnerships and participation on program advisory board

**IV. Facilities Support (Summer and outside of program instructional time)**

- Maintains campus grounds including grass mowing, snow removal, grass trimming, landscaping, tree trimming, weed control, and trash pickup
- Responds to maintenance requests as appropriate
- Performs routine repairs, maintenance and services equipment as necessary
- Performs interior building cleaning services as necessary
- Assist with summer maintenance schedule and improvement projects
- Monitors building conditions during working hours
- Assists with installation of equipment when appropriate
- Assists with coordination of services provided by outside contractors or vendors
- Assists with moving furniture and equipment
- Assists with deliveries including unloading trucks and package distribution
- Complies with safety regulations and environmental laws, including the use of Personal Protective Equipment while performing job duties
- Performs miscellaneous job-related duties as assigned

**Qualifications:**

- Certificate and/or AAS in program disciplines or related building trade field (preferred)
- Knowledge of and ability to utilize common construction formulas to code specifications (i.e. stair layouts)
- Minimum of two years of work experience (four preferred)
- Post-secondary teaching or industry trainer experience (preferred)
- Certification in OSHA 10 (30 preferred)
- Experience and credentials operating skid steer, scissor lift, and forklift preferred.
- Strong computer and word processing skills (Microsoft Office suite preferred)
- Strong interpersonal skills, including public speaking and ability to represent MATC in a positive manner
- Ability to communicate clearly and professionally through both verbal and written skills
- Ability to interact effectively and professionally with students, staff, and faculty
- Display a student-centered approach
- Consistently demonstrate the highest levels of integrity and professionalism.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.

**Physical Demands:**

- Ability to effectively and safely utilize program equipment and vehicles, including power tools, forklift, scissor lift, skid steer, etc.
- Ability to lift and move supplies up to fifty (50) lbs.
- Ability to sit and/or stand for extended periods of time.
- Ability to read screens, print, email, and talk on the phone.
- Ability to attend events as required.

**Work Environment:**

- Professional and deadline-oriented environment in an educational setting.
- Regular Interaction with students, staff and guests on campus and at off-campus work sites

**NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS**

1. *This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.*
2. *Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.*
3. *All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.*
4. *Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.*
5. *All ‘offers of employment’ are subject to criminal background check prior to employment.*