

Coordinator for Central Indiana FAME / AMT Program —Indianapolis, IN

Vincennes University is looking for a full-time, dynamic individual to Coordinate the Advanced Manufacturing Technician (AMT) program at the Aviation Technology Center (ATC) in Indianapolis, IN. The successful candidate will play an important role in the enrollment, growth plan, and engagement of key constituents from the region for the AMT program.

This position is responsible for:

Program Coordination and Strategic Planning

- Create and contribute to a positive work environment through intentional communications.
- Coordinate, recruit for, and supervise the academic program and partnerships for the Advanced Manufacturing Technician program (AMT) at the ATC.
- Manage an advising caseload of Central Indiana FAME program students ensuring timely degree completion.
- Supervise, direct, and evaluate instructors and lab support staff.
- Supervise and coordinate the selection, installation, scheduling and implementation of curriculum, equipment, and instructors.
- Collaborate with Technology faculty and staff at the Vincennes Campus to ensure consistency of academic programming.
- Teach, prepare, develop, improve all courses in the AMT program.
- Other duties as opportunities arise.

Recruitment and Community Engagement

- Grow student enrollment in and expand AMT program available at the ATC.
- Assist with development and implement recruitment and retention strategies for the AMT program.
- Cultivate and expand strong partnerships with area manufacturers and high schools.
- Collaborate with other university program representatives.
- Develop and implement innovative advanced manufacturing demonstrations and tours at the ATC.
- Manage and maintain the internship process and experience for AMT students.
- Attend industry partner advisory boards ensuring relevancy of program curriculum, equipment, facilities and the internship experience.
- Represent Vincennes University at approved events and recruitment opportunities.

The successful candidate will have:

- Minimum of an Associate's degree in a manufacturing related discipline, plus 5 years related industry experience. A Bachelor's degree or higher and/or certifications are preferred.
- Strong belief in the Vincennes University mission and a desire to make an impact on higher education and workforce development opportunities throughout the region.
- Possess strong communication, planning and organizational skills.
- Highly motivated and the ability to work with minimal supervision.
- Maintain a broad knowledge of state-of-the-art technology, equipment, and systems.
- Direct work experience in the following areas:

- Electrical/Electronic control circuits
- Mechanical Drive Systems
- Fluid Power
- Motor Control System
- 3 Phase Power
- PLC Programming
- Industrial Robot Programming
- Industrial Networking

- **REASONING SKILLS:** Strong problem-solving skills.
- **INTERPERSONAL SKILLS:** Excellent oral & written communication skills. Friendly and outgoing with a respectful attitude. Exceptional communication skills with the ability to relate to and communicate with people from diverse backgrounds.
- **PHYSICAL DEMANDS:** Ability to lift 50 pounds, also stand for an hour without a break.
- Valid driver's license.

Anticipated start date: May 2021

Salary: Salary will be commensurate with credentials of the candidate.

Benefits:

Candidate will be eligible for benefits available to full-time employees of Vincennes University. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>.

How to Apply:

Interested applicants should submit a letter of application and resume including contact information for three references to Human Resources by email at jobs@vinu.edu or mail to Vincennes University, Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. Please note the selected candidate may be required to submit to a criminal history background check.

Vincennes University is an Equal Opportunity and Affirmative Action Employer.