

NOTIFICATION OF INTENT TO HIRE

Posting Date: May 5, 2008

Closure Date: May 16, 2008 -- DEADLINE EXTENDED

FULL TIME POSITION

MANUFACTURING PROGRAM COORDINATOR
AIDT'S HIGH SCHOOL APPRENTICESHIP PROGRAM

Based in Montgomery, Alabama

SEND RESUME TO ADDRESS SHOWN ON JOB ANNOUNCEMENT.

(Resumes received after May 16, 2008, 1:00 p.m. will not be considered.)

Notification of Intent to Hire
Manufacturing Program Coordinator for
AIDT's High School Apprenticeship Program

SYNOPSIS

Provides technical coordination and instruction in support of AIDT's High School Apprenticeship Program in Montgomery, Alabama.

DUTIES AND RESPONSIBILITIES

High School Apprenticeship Program Coordinator/Instructor

- Primary coordinator/instructor for apprenticeship Machining Technology course.
- Primary coordinator/instructor for apprenticeship Industrial Electronics course.
- Primary coordinator/instructor for apprenticeship Industrial Maintenance course.
- Primary coordinator/instructor for Coordinated Studies course.
- Develop course lesson plans, exercises, and practical examinations.
- Order, organize, and maintain all supplies and equipment needed for course instruction.
- Conduct classroom training sessions and in lab practical instruction.
- Conduct theory and practical review classes in preparation of apprenticeship final examination.
- Facilitate and grade final examination for all apprenticeship courses.

Work Habits

- Comply with all policies and procedures regarding punctuality, attendance and workplace ethics.
- Communicates professionally with staff, company representatives, government officials, and the general public.
- Contributes to and extracts from the information flow of AIDT using automated tools.
- Plans daily/weekly work schedule without direct supervision.
- Coordinates and accounts for AIDT resources within assigned area(s) of responsibility.

Required Knowledge, Skills, and Abilities

1. Ability to communicate effectively verbally and in writing.
2. Ability to work independently.
3. Ability to interact professionally with company representatives, public officials, trainees, coworkers, and the general public.
4. Ability to follow established laws, policies, and procedures.
5. Regular and predictable attendance is an essential function of the job.
6. Skill in comprehending technical literature and processes.
7. Knowledge of technical trends pertaining to new technologies.
8. Knowledge of industrial training and retraining procedures.
9. Ability to comply with all pertinent safety, environmental and other local, state and federal laws and regulations.
10. Ability to effectively present technical information to groups in a classroom or lab environment.
11. Ability to work flexible hours based on program needs.
12. Ability to set and meet deadlines and to handle multiple training projects concurrently.
13. Ability to function in an automated work environment.
14. Ability to work in a team environment.
15. Ability to work in a constant state of awareness and change.
16. Ability to prioritize on the go.

Minimum Qualifications

Minimum high school diploma or GED certificate and an Associates Degree from an accredited two-year college in appropriate area of specialization is required.

Salary and General

This position provides two salary options: (1) Salaried employment **with benefits, including insurance retirement, paid sick leave, paid annual leave, and others**, or (2) Contract employment at an hourly rate **without benefits**. If the full time salaried option is chosen the salary will be based on the E-1 salary schedule, Steps 0-5, within the range of \$45,687 – \$50,143. If the contract hourly pay option is chosen the salary will be within the \$25.00 - \$28.00 per hour. For either option chosen, initial placement will be based on experience and education. Paid monthly.

Resumes must be received on or before the closing date. **Resumes received after May 16, 2008, 1:00 p.m. will not be considered.** Interviews are by appointment only. Applicants must travel to interviews at their own expense. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration. AIDT may request copies of grade transcripts and employment references during the application process.

Send a detailed resume to:

AIDT's High School Apprenticeship Program
ATTN: BEN SINGLETON
AIDT
One Technology Court
Montgomery, AL 36116

AIDT is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. AIDT will make reasonable accommodations for qualified disabled applicants or employees. AIDT reserves the right to withdraw this job announcement at any time prior to the awarding of the position.