

## POSITION ANNOUNCEMENT

**Grant Based – Director of Advancements in Manufacturing Upskilling (AiMUp) Center**  
Northeast Mississippi Community College is now accepting applications for a grant based twelve-month Director of Advancements in Manufacturing Upskilling (AiMUp) Center.

### QUALIFICATIONS:

#### **Required -**

- Bachelor's Degree in Mechanical, Electrical, or Industrial Engineering, Technology Management, or a closely related field, from a regionally accredited institution of higher education
- Demonstrated experience establishing policies and procedures to improve manufacturing operations
- Proficient computing skills in a networked environment, familiarity with basic Internet and e-mail, including Microsoft Office Applications
- Superior written and interpersonal communication skills
- Demonstrated Record Keeping Skills
- Work experience in one (1) or more areas: basic electricity and electronics, programmable logic controllers, robotics, micro-processors, industrial motor controls, instrumentation, digital logic, pneumatic hydraulics, lean manufacturing, Six Sigma, 3D printing, mechanical design, manual machining, CNC machining
- Demonstrated problem solving skills

#### **Preferred -**

- Master's Degree in Mechanical, Electrical, or Industrial Engineering, Technology Management, or a closely related field, from a regionally accredited institution of higher education
- Experience with Banner software
- Prior teaching or workforce training experience
- Prior community college experience

**APPLICATION DEADLINE:** May 7, 2024

#### **APPLICATION MATERIALS:**

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work. (*Applications currently on file can be activated for this position by submission of a cover letter.*)

#### **APPLICATION MATERIALS SHOULD BE DIRECTED TO:**

Human Resources  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

*In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.*

**Grant – Based Position Description  
Northeast Mississippi Community College  
April 2024**

**POSITION:** Grant Based - Director of Advancements in Manufacturing  
Upskilling (AiMUp) Center

**REPORTS TO:** Director of Workforce Training

**QUALIFICATIONS:** Required –

- Bachelor’s Degree in Mechanical, Electrical, or Industrial Engineering, Technology Management, or a closely related field, from a regionally accredited institution of higher education
- Demonstrated experience establishing policies and procedures to improve manufacturing operations
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- Superior written and interpersonal communication skills
- Demonstrated Record Keeping Skills
- Work experience in one (1) or more areas: basic electricity and electronics, programmable logic controllers, robotics, micro-processors, industrial motor controls, instrumentation, digital logic, pneumatic hydraulics, lean manufacturing, Six Sigma, 3D printing, mechanical design, manual machining, CNC machining
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**ROLE:** The AiMUp Center Director is responsible for the development and delivery of cutting-edge training services for Mississippi manufacturers. This position will also serve as the liaison with institutions and vendors involved with the AiMUp efforts and will lead the demonstration side of the lab and “train the trainer” workshops. This position will be responsible for instructing AiMUp courses and for recruiting students into these courses.

- ACTIVITIES:**
- Use available data sources to identify potential AiMUp clients
  - Build AiMUp Center to the necessary capability, capacity, and culture to operate facility with the highest standards of excellence

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- Develop and implement the systems and processes needed to run the center, including emerging manufacturing industry trends, new automation technologies, and additive manufacturing
- Market and promote the AiMUp services and programs to manufacturers, economic development organizations, trade and professional groups, government entities, and other groups
- Liaison with K-12 schools to provide career exploration opportunities for students
- Coordinate with Mississippi State University and other state institutions through the AiMUp initiative to implement future phases of the AiMUp lab
- Generate revenues through high-quality proposals, narratives, applications and supporting documents to fund operation and expansion of the AiMUp lab, including MOU's related to Workforce, Apprenticeship, Continuing Education, or special projects
- Establish, plan, execute, oversee, and close projects effectively
- Facilitate the delivery of Workforce, Apprenticeship, and Continuing Education services to clients with the intent of improving productivity and competitiveness
- Build and maintain an atmosphere of teamwork among staff members
- Communicate effectively with team members and stakeholders
- Maintain all records and files related to project management in an organized manner in adherence with college policies, procedures, and protocols to ensure compliance with accountability system, including internal and external audits
- Produce reports as needed for program stakeholders
- Anticipate and adapt to the evolving needs of business/industry while working as an integral part of Teaching & Learning, Adult Education, Institutional Research, and other facets of Community Campus
- Develop and implement creative problem-solving skills, as needed to stay relevant and meet business/industry needs

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- Provide support and assistance in the acquisition and implementation of external grant programs and other special projects
- Complete all project management tasks and special projects in an accurate and timely manner
- Serve on college committees and councils as assigned
- Represent the College Workforce division at conferences, seminars, and state Workforce meetings, as appropriate
- Adhere to all NEMCC policies and procedures and participate in college activities
- Be willing to work flexible hours as needed
- Upgrade skill level and performance through the College's Employee Development Program (EDP), at a minimum of 15 hours annually
- Assist in creating and overseeing the annual reports to AccelerateMS and other agencies with which Workforce Solutions partners, such as the smartsheet dashboard that outlines workforce projects
- Provide attention to details in correspondence, records, and reports, such as complete information as to the nature of all phone calls or visits
- Champion the role the college plays in service to the community
- Independently compose and type correspondence involving complex, sensitive, and non -routine matters
- Perform other duties as assigned by the Director of Workforce Development

*NOTE: Attendance is required for this position.*

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