

JOB TITLE: Instructional Program Assistant – Precision Machining Technology

DEPARTMENT: Precision Machining Technology

LOCATION: Union Campus

REPORTS TO: Program Coordinator/Dean of Business & Industry

FLSA: Non-Exempt

LEVEL: 105

DATE: 8/8/25 (new position)

POSITION SUMMARY: Provide hands-on instructional assistance to students in a precision machining lab environment. Support the program through equipment upkeep, software updates, and direct engagement with students learning CNC and manual machining techniques. Play an active role in developing the next generation of machinists through mentorship and modeling industry standards of excellence.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of a certificate or degree in Precision Machining Technology and, at least, 2–3 years of industry experience in precision machining required; Experience with Titans of CNC Academy curriculum preferred; Familiarity with G-code, CAD/CAM software, CNC setup and CNC operation required; Knowledge of multi-axis milling and lathe operations is a plus

ESSENTIAL TASKS: *(Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.)*

- Support daily operations of the Precision Machining Technology program, including lab organization and project setup
- Provide one-on-one and small-group support to students in areas such as CNC programming, blueprint reading, manual machining, and metrology
- Demonstrate the safe and proper use of manual and CNC lathes, mills, and measuring instruments
- Assist students working through Titans of CNC curriculum and other advanced project-based content
- Help develop instructional materials and assist in labs
- Maintain and troubleshoot lab equipment.
- Ensure software and machines are updated and functioning properly
- Participate in program events such as Advisory Board meetings, Manufacturing Week, and community outreach
- Serve as a role model by exemplifying professionalism, attention to safety, strong work ethic, and commitment to student success
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

Solid understanding of both CNC and manual machining processes. Experience with Titans of CNC Academy materials and their use in training environments. Strong interpersonal and mentoring skills with the ability to engage and motivate students. Clear and professional written and verbal communication abilities for working with faculty, students, and industry professionals

COMMUNICATION SKILLS: Verbalize understanding of a problem or situation, ask relevant questions for clarification, and explain it to others; well-developed written communication skills; communicate diplomatically, clearly, and effectively with students and co-workers verbally and by telephone using the English language; ability to present materials effectively to individual students or groups

EQUIPMENT AND SOFTWARE: Current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook, Colleague, ImageNow, etc.

CNC mills and lathes (e.g., SYIL with Siemens control, HAAS). Manual machines (Bridgeport mills, engine lathes, surface grinders). Precision measurement tools (micrometers, calipers, height gauges, etc.) Educational platforms such as Canvas CNCexpert.com and Titans of CNC Academy website. Design and CAM software such as SolidWorks, SolidCAM, Autodesk Inventor, Mastercam

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Must be able to safely lift up to 50 lbs. Able to stand for extended periods and work in a lab environment with moderate noise and industrial equipment. Occasional evening or weekend hours may be required for events or additional program support

POSITIONS SUPERVISED: None

SIGNATURE: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*