



# POSITION DESCRIPTION

## TITLE: Project Director, Laser Materials Processing (LMP) / Photonics

<b>FLSA STATUS:</b> Exempt, Full-time	<b>GRADE LEVEL:</b> F
<b>LOCATION:</b> Shull Hall	<b>UNIT:</b> Academic Affairs
<b>SHIFT:</b> 8:00am-5:00pm M-F	<b>DEPT:</b> School of Business and Applied Technologies
<b>INCUMBENT:</b>	<b>EMPLOYEE SIGNATURE:</b> Date
<b>REPORTS TO:</b> Dean, School of Business and Applied Technologies	<b>PREPARED BY &amp; DATE:</b> Interim Dean, School of Business and Applied Technologies 3/17/21
Reviewed/Revised By:	EE Name Date:
Reviewed/Revised By:	EE Name Date:
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### I. POSITION PURPOSE – *List brief summary of position*

The Project Director is responsible for leading all efforts related to the Manufacturing and Industrial Technologies (MITS) Project for establishing Laser Materials Processing (LMP) / Photonics educational capabilities to train more technicians at the community college level. Funding for this position is slated to end September 2023.

### II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

Business and industry	Education – High Schools, Colleges, and Universities	Government and State Agencies	External Evaluator
ARCTOS Technology Solutions, LLC, Local Businesses, Community Agencies/Organizations	Project Partner Institutions, Wright State University, Dayton Regional STEM School, Local High Schools, Career Centers	US Department of Defense, US Air Force, Air Force Research Laboratory	US Department of Defense, industry and relevant National Network for Manufacturing Innovation (NNMI) Institutes

### III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

Implements and manages the Laser Materials Processing / Photonics MITS Project budget of 3.1 million dollars in accordance with established, governing guidelines.

### IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

*Under broad supervision, this position performs the following duties:*

1.	Oversees the Laser Materials Processing (LMP) / Photonics MITS Project, managing the day-to-day administration of the project; procuring equipment, ensuring that the College meets all project obligations in a timely manner, assuring the timely, accurate preparation and submission of required reports, and conducting administrative operations in compliance with the project.
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## POSITION DESCRIPTION

2.	Oversees the implementation of technical approaches, which includes piloting of high-quality high school teacher training in LMP, developing high school dual enrollment training opportunities for LMP, implementing the shared campus training model, developing/expanding level 2 and 3 training through stackable credentials, establishing a photonics/laser materials processing lab and program, and creating a postdoctoral position in advanced manufacturing.
3.	Fosters and maintains strong with relationships with local businesses in order to manage new pilot projects.
4.	Serves as liaison between college and external partners by attending quarterly status meetings, responding to information requests, and resolving issues that may arise.
5.	Collects and manages appropriate project data for assessment and reporting.
6.	Directs and coordinates the evaluation process and as identified by project protocols.
7.	Provides regular status reports on project implementation in conjunction with ARCTOS Project Manager as required.
8.	Expands awareness of the training program to the community of potential students as well as employers by promoting the program through various marketing outreach efforts.
9.	Assures compliance with conditions of the project by monitoring and analyzing agreements, contracts, project expenses, and activities in terms of project requirements and College and federal laws, regulations and rules. Take corrective actions as necessary.
10.	All other duties assigned by supervisor.

**V. SUPERVISORY RESPONSIBILITIES** – *The following position title(s) report to this position. If there are no reporting positions, type “None.”*

- High School Liaison
- Workforce Adjunct

**Qualifications** – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**VI. EDUCATION and/or EXPERIENCE** – List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.

- Bachelor’s Degree in Manufacturing or related discipline required - Master’s preferred.
- Two years of experience in government grants/contracts management – Five years preferred.
- Five years of progressively responsible experience in industry and/or higher education; in project management; employee supervision; and, budget management.
- US citizenship required.



## POSITION DESCRIPTION

**VII. SKILLS AND ABILITIES** – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Excellent project management skills related to planning, organization, problem-solving and assessment.
- Strong knowledge of modern project/grant administration practices, the methods, resources, and standards thereof.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to interact positively with staff, faculty, students and external agencies and individuals.
- Ability to plan and allocate the workload of employees, providing direct training and supervision as needed.
- Attentive to detail, extremely well organized, able to work under pressure, and meet frequent and changing deadlines.
- Ability to gather, analyze, use, and report data.
- Proficient in Microsoft Office applications including Word, PowerPoint, Excel and Access.
- Effective verbal and written communication skills
- Excellent interpersonal and leadership skills
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

**VIII. CERTIFICATES, LICENSES, REGISTRATIONS** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- Project Management Certification preferred

**IX. LANGUAGE SKILLS** – *(To be completed by HR)*

Ability to read, analyze, and interpret complex documents, journals, and regulations. Ability to write reports, summaries, business correspondence, articles, and speeches using original or innovative techniques or style. Ability to communicate effectively one-on-one and in small groups and to make effective and persuasive speeches and presentations to internal and external groups.

**X. MATHEMATICAL SKILLS** – *(To be completed by HR)*

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**XI. REASONING ABILITY** – *(To be completed by HR)*

Ability to analyze and interpret data and to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



## POSITION DESCRIPTION

**XII. PHYSICAL DEMANDS** – *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**XIII. WORK ENVIRONMENT** – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The work is performed in an office-like environment with a minimal amount of noise.