



Job Title: Instructional Laboratory Facilitator NDE Grade: H

Department: Applied Technologies FLSA: Nonexempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function

This position requires special skills related to NDE instruction. The skills required include an extensive knowledge of NDE methodology particularly in the area of Ultrasonic Testing. Incumbent will also plan and coordinate laboratory activities to support instructional programs and provide tutorial services to students.

Characteristic Duties and Responsibilities:

- 1. Monitors laboratory activities; enforces rules and regulations and ensures safe environment.
- 2. Instructs students in laboratory classes; assists students with laboratory class-related problems, tutors students, reviews student *lab work*, monitors student progress, tests, and grades students.
- 3. Prepares facility for classes and ensures that work areas are clean and neat; ensures that equipment, materials, and handouts are laid out for classes.
- 4. Assists in maintaining laboratory equipment; performs simple maintenance, cleans and stores equipment when not in use, monitors condition, and notifies supervisor of any needed repairs.
- 5. Monitors inventory of materials and supplies, initiates ordering process as needed.
- 6. Researches and evaluates new equipment, and makes recommendations regarding purchase decisions.
- 7. Maintains a library of materials which may include books, tapes, and magazines.
- 8. Monitors activities of part-time student lab assistants; establishes schedules and assigns tasks.
- 9. Maintains records of laboratory activities and student files including grades and attendance.
- 10. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Division Director

Direction Given: Responsible for directing and monitoring the work of part-time and/or temporary employees

Minimum Requirements:

Associate's Degree from a regionally accredited institution in NDET or related engineering/technology discipline.





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Knowledge. Skills. And Abilities

ASNT Level II certification in Ultrasonic Testing

Electronic experience

Ability to multitask

Excellent organizational skills

Supervisory skills

Knowledge of laboratory procedures

Ability to work well with individuals with diverse background

Working Conditions:

Typical office environment