AFSCME JOB POSTING

CLASSIFICATION: College Lab Assistant 1 (PCN 01124942)

OPENING DATE: September 16, 2019

BID CLOSING DATE: September 23, 2019 at 4:30 p.m.

CLOSING DATE: October 1, 2019 at 11:59 p.m.

POSITION LOCATION: Northwest Technical College – Auto Lab

WORK DAYS & HOURS: Seasonal Part-time; Academic Year (August – May);
Monday - Thursday 8:00 a.m. – 5:00 p.m. (7 hours/day)

POSITION PURPOSE
This position exists to perform technical work within a college setting, assist learners in carrying out lab assignments and perform related work as required. The lab assistant will help answer student questions such as the location of tools and supplies, support safe lab practices and provide guidance as students practice skills taught by the faculty member. In addition, the lab assistant will support the faculty member in helping set up demonstrations, organizing materials and keeping the lab area clean.

PRINCIPLE RESPONSIBILITIES AND RESULTS

1. Support the program faculty in the demonstration of automotive repair skills and techniques, providing guidance and monitoring of learner performance, providing feedback and helping learners develop appropriate skills and knowledge in the lab setting.
   Performance Indicators: Academic support provided under the direction and guidance of program faculty.
   Priority: Essential Percent of Time: 35%

2. Assist learners in mastering technical skills, content, concepts and techniques in the lab setting by providing examples, suggesting alternative methods or techniques of problem solving, developing supporting learning materials, providing additional demonstrations, answering questions.
   Performance Indicators: Learners develop good learning techniques and apply them to their course work.
   Priority: Essential Percent of Time: 40%

3. Support program faculty in prepping, maintaining, and cleaning lab space to ensure safety and effectiveness of the instructional setting. Tool, equipment, and supply inventory organization.
   Performance Indicators: Progress is monitored and feedback provided at the direction of the faculty.
   Priority: Essential Percent of Time: 25%

MINIMUM QUALIFICATIONS: (To facilitate proper crediting, please ensure that your application / resume clearly demonstrate fulfillment of the following minimum qualifications.)

- Post-secondary coursework in automotive service technician sufficient to provide technical lab services for students, faculty and staff; OR
• 6 months of automotive technician experience; OR
• An equivalent combination of education and work experience.

PREFERRED QUALIFICATIONS:
• Knowledge of current automotive service technology, equipment, and skills
• Recent work experience in the automotive service field
• Ability to communicate clearly with learners and instructors
• Ability to demonstrate skills, track inventory, enforce safety procedure, and assign and evaluate learner performance in the lab setting under the direction of the classroom instructor.
• Demonstrate a knowledge of, an interest in, or experience with, diverse cultures and populations

PHYSICAL FACTORS:

Constant: Squatting; standing; stooping; twisting/pivoting; walking; talking.
Frequent: Balancing; carrying; crouching; fine manipulating; firm grasp; kneeling; pulling/pushing; reaching; repetitive arm motion; simple grasp; color vision; depth perception; far and mid-range vision; field of vision; visual accommodation; hearing.
Occasional: lifting up to lift 50 pounds

APPLICATION INFORMATION:

Internal Bid Process - Open for Bids from eligible AFSCME members from 9/16-9/23/2019. Any current employee interested in this position and eligible to bid should submit a bid application and resume by 4:30 p.m. on Monday, September 23, 2019, to the Human Resources Office, Deputy 350. This form is found on the Human Resources website at: https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/


If you are unable to apply online, please contact the job information line at 651.259.3637
For additional information about the application process, go to http://www.mn.gov/careers

Note: Internal bid applications will be considered prior to filling the position via the public application process and, therefore, may be closed due to contractual obligations.

If you have general questions about this posting or submitting an internal bid, contact Teresa Hanson, at teresa.hanson@bemidjistate.edu

If you have questions about the position, contact Monty Johnson at monty.johnson@ntcmn.edu

All employees must comply with department and institution procedures and policies, MnSCU policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

PCN 01124942
UNIVERSITY/COMMUNITY:

Northwest Technical College is in Bemidji Minnesota in Northern Minnesota. The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts. Bemidji State University, a partner institution, and Northwest Technical College welcome 6,000 students annually. Northwest Tech offers hands on learning in Business, Health Care, Manufacturing, Transportation, and General Education. As a partner in Distance Minnesota, the College is engaged in innovative distance education with most its programs offered online in addition to on campus. Northwest Technical College is a member of the Minnesota State Colleges and Universities System (MnState) http://www.mnscu.edu. To learn more about the student-centered environment at Northwest Technical College, visit: www.ntcmn.edu.

WHY BEMIDJI:

In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students have an opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Northwest Technical College is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of town — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

Northwest Technical College is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

PCN 01124942