

Automotive Technology Lab Assistant

Posting Details

Position Information

Job Title Automotive Technology Lab Assistant

Classification Title

Department Career Programs

Work Location Main Campus

Duties Under the direction of the dean of Career Programs, department chair of Mechanical Technologies, and program coordinator of Automotive Technology, the Automotive Technology lab assistant will maintain and prepare the automotive labs for instructional use; maintain and prepare automotive department vehicles for instructional use; maintain tool rooms and provide special tools and equipment for instructors and students as needed; maintain inventory of tools, equipment and shop supplies; inform the program coordinator when tools, equipment or shop supplies need to be repaired, replaced or replenished; supervise student employees; performs related duties as assigned. The Automotive Technology lab assistant is dedicated to the learning college concepts by developing programs and facilitating activities that promote student success and lifelong learning.

Education/Experience Automotive technology certificate or degree from a post-secondary institution and/or five or more years of experience in the automotive field. Possession of a valid driver's license. ASE certification is preferred but not required.

Qualifications This position requires the knowledge of how to diagnose and repair automobiles and light trucks; operate various lab equipment like jacks and hoists, tire machines, wheel balancers, brake lathes, multimeters, scan tools and lab scopes; ability to use computers and Microsoft Office products; ability to lift up to 50-lbs.

Position Status Full Time

Hours Monday – Friday
7:30 am to 4:15 pm

Minimum Starting Rate \$17.61

Hourly/Salary Hourly

Review of Applications Begins 08/22/2019

Position Type Support/Hourly Staff

Posting Detail Information

Posting Number SS00253P

Open Date 08/09/2019

Close Date**Open Until Filled****Special Instructions to Applicants**

Please apply online.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?

- Chicago Tribune
- HigherEdJobs
- InsideHigherEd
- Chronicle of Higher Education
- MVCC Website/Posting
- Employee of MVCC
- Other
- No Response

2. * Are you a State Universities Retirement System (SURS) annuitant and currently receiving a monthly annuity?

- Yes
- No

3. * Do you have an Automotive Technology Certificate or degree from a post-secondary institution?

- YES
- NO

4. * Do you have five or more years of experience in the automotive field?

- YES
- NO

Documents Needed To Apply

Required Documents

1. Resume/Curriculum Vitae
2. Cover Letter

Optional Documents

1. Other Document