

Teaching Lab Coordinator in Agricultural Operations

Position Details

Classification Information

University Title	Teaching Laboratory Coordinator - 2317
Pay Grade	33
Salary	Commensurate with qualifications
Base of Employment	P - P&S
Job Category	Professional and Scientific
Pay Frequency	Monthly

Posting Details

Posting Number	50038P
Working Title	Teaching Lab Coordinator in Agricultural Operations
Advertised Employing Department	Agricultural & Biosystems Engineering
Appointment Type	Professional & Scientific - Term
Proposed Start Date	As soon as possible
Proposed End Date or Length of Term	06/30/2016
Number of Months Employed Per Year	12
Full or Part Time	Full-Time

Summary of Duties and Responsibilities

The Department of Agricultural and Biosystems Engineering at Iowa State University is accepting applications for a Teaching Lab Coordinator focused on supporting engineering manufacturing, electronics/electricity/controls, and agricultural machinery laboratories. This position will manage and coordinate multiple teaching laboratories in the new ABE Elings/Sukup facility. This position must ensure that equipment is in safe working order, and that laboratories are clean and stocked with necessary supplies. The Teaching Lab Coordinator will also instruct teaching assistants on proper use of laboratory equipment and will support student clubs in proper use of shop equipment and space. This position will also provide technical leadership to externally funded research programs in the area of advanced machinery engineering and manufacturing systems. A strong component of this position includes documentation of training materials and online curriculum. The successful candidate will possess the necessary project management, communication, and presentation skills to lead laboratory sections of an on-campus course; additionally, strong organizational skills, self-motivation and attention to detail are critical for success. All staff members are expected to interact collegially and maintain the highest standards of

integrity and ethics.

Required Education and Experience

Bachelor's degree and 3 years of related experience; OR a Master's degree and 1 year of related experience.

Supplemental Required Education and Experience

Degree must be in engineering or technology.

Preferred Education and Experience

Bachelor's degree in agricultural engineering or industrial technology or industrial engineering.
 Demonstrated experience with developing training materials.
 Demonstrated experience with conducting training either in a classroom or professional environment.
 Experience in agricultural machinery, fluid power systems, or internal-combustion engines.

Location (if other than Ames)

Additional Information

Department Contact Name

Raj Raman

Department Contact Phone

515-294-0465

Department Contact Email

rajraman@iastate.edu

Department/Unit Website

Application Instructions

To apply for this position, please click on "Apply to this job" and complete the Employment Application. Please be prepared to enter or attach the following:

- 1) Resume/Curriculum Vitae
- 2) Letter of Application/Cover Letter
- 3) Contact information for three references

If you have questions regarding this application process, please email employment@iastate.edu or call 515-294-4800 or Toll Free: 1-877-477-7485.

Special Instructions Summary

Guaranteed Consideration Date

02/25/2015

Pre-Employment Screening

All offers of employment, oral and written, are contingent upon the university's verification of credentials and other information required by federal and state law, ISU policies/procedures, and may include the completion of a background check.

Quick Link

<http://www.iastatejobs.com:80/postings/10088>

EO Statement

Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, genetic information, national origin, marital status, disability, or protected veteran status, and will not be discriminated against. Inquiries can be directed to the Director of Equal Opportunity, 3350 Beardshear Hall, (515) 294-7612.

Required Licensure(s)/Certification(s)

Preferred Licensure(s)/Certification(s)

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please describe your experience developing and presenting training programs.
(Open Ended Question)
2. * Please describe your experience with agricultural machinery, fluid power systems, or internal-combustion engines.
(Open Ended Question)
3. * Where did you first learn about this vacancy?
 - ISU Employment Opportunities Website
 - ISU Employee
 - Website
 - Placement Office
 - Trade Journal
 - Newspaper
 - Other
4. Please indicate which specific website, placement office, trade journal, newspaper, or other resource influenced you to apply for this position.
(Open Ended Question)

Applicant Documents

Required Documents

1. Letter of Application/Cover Letter
2. Resume/Curriculum Vitae
3. Reference Contact Information

Optional Documents