



## ANNOUNCEMENT OF VACANCY

### PART TIME LAB ASSISTANT-AUTOMOTIVE & WELDING

**STARTING DATE**

2022-2023 School Year

Three (3) Days/Week - 7.25 hrs/Daily

**SALARY**

Salary will be commensurate with experience

**LEVEL:**

Grades 10, 11 and 12

**QUALIFICATIONS:**

- Candidates must hold a high school diploma and a minimum of two (2) years of career & technical experience.
- Ability to communicate knowledge & experience in a trade or skill area to students.
- See Attached Job Description for further details.
- Current Act 24, 34, 114 and 151 clearances (dated within one (1) year) and Act 168 Disclosure Releases. (All required forms are available on the website [www.ctclc.edu](http://www.ctclc.edu) on the home page located under About CTCLC on the Employment Tab).
- Pre-Employment Drug Screening.

**DEADLINE FOR APPLICATION:**

Screening will begin immediately and continue until the position is filled.

**APPLICATION PROCEDURE:**

Candidates must submit the standard application and/or resume along with current clearances to: Director, Career Technology Center of Lackawanna County-H.J.Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania 18508-1491; Phone: (570) 346-8471 Ext. 103 - Email: [vcarey@ctclc.edu](mailto:vcarey@ctclc.edu)

08-2022

**EQUITY STATEMENT**

The Career Technology Center of Lackawanna County will not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI, of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the Career Technology Center of Lackawanna County, Henry J. Dende Campus, 3201 Rockwell Avenue, Scranton, Pennsylvania by calling (570) 346-8471.

**CTC of Lackawanna County**  
**Job Description**  
**Part Time Lab Assistant – Automotive and Welding**

**General Summary**

The Lab Assistant will assist the Automotive and Welding Instructors. The Lab Assistant provides assistance to program students learning automotive repair, collision repair and welding skills throughout the facility. Programs include Automotive Repair Technology, Collision Repair Technology and Welding and Fabrication Technology.

**Education and Work Experience**

- High School Diploma, Associate Degree or 48 college credits in a related field preferred.
- Demonstrated desire to work with Automotive and Welding Program students.

**Special Employment Requirements**

- Good hands-on proficiency with Google Applications.
- Good analytical skills
- Good technical and computer skills.
- Good verbal and written communication skills.
- Ability to work well with other staff.

**Job Duties and Responsibilities/Essential Functions**

- Assist the instructor by helping students learn automotive and welding skills.
- Assist the instructor with student data records
- Assist the instructor with student assessments and related record-keeping.
- Assist the instructor by monitoring students learning automotive and welding trades in their lab areas and in other areas around the site/facility.
- Safely operate and monitor the operation of power tools, equipment and machinery associated with automotive and welding trades.

*The above reflects the general duties considered necessary to describe the main functions of the position and should not be considered as a detailed listing of all the job requirements that may be part of the position.*

**Physical Demands**

- Frequent activity which may require exerting up to 40 lbs of force occasionally to lift, carry, push and pull items such as tires, tools, welders, equipment, etc. May involve bending, reaching, stooping and lifting.
- Actively assisting students in the performance of trade skills related to the automotive and welding programs.

**Accident or Health Hazards**

- Occupational accidents or health hazards that would be found in similar workplaces may exist in this position.
- Use of power tools and machinery, hand tools, cleaning chemicals, tools, carts, supplies, etc.

**Working Conditions**

- Classrooms and lab areas
- Career and Technical Educational facility environment

**Board Approved 08-16-2022**

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**08/16/2022**