

## Manager, CAD Training Center

**FLSA Status:** Exempt

**Pay Grade:** 16

**Job Title ID:** 20151

**Job Series/Job Family:** Workforce Education & Business Development Series / Dean Computer Studies & Advanced Technology Family

### **Reports To**

Department Chair, Architectural and Engineering Computer Aided Design and Coordinator High Technology Center

### **Job Purpose**

Coordinates CAD continuing education classes and services with students, local firms, and agencies using the courses for technical training.

### **Description of Duties and Tasks**

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Coordinates AutoCAD enrollment activities with the A&E CAD Department Chair, Continuing Education, and clients.
2. Develops and promotes AutoCAD learning programs, and assists in program marketing activities.
3. Works with students and clients in scheduling AutoCAD courses; develops course offerings, course schedule, and curriculum; creates and cancels courses; creates and issues certificates.
4. Coordinates AutoCAD support services and operations; purchases AutoCAD books, materials, and supplies.
5. Interviews and hires AutoCAD hourly instructors.
6. Maintains and renews corporate contracts.
7. Identifies AutoCAD technical problems and provides basic technical support and quick solutions as needed.
8. Coordinates and provides liaison services between ACC and the clients to develop and provide AutoCAD courses for students.
9. Serves as liaison to A&E CAD Department Chair and Continuing Education for course development and budget development.
10. Develops Customized Training Contracts for business and industry clients.

### **Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Current principles and practices of AutoCAD technology and AutoDesk, Inc. software applications.
- Computer hardware and specialized CAD engineering design graphics software applications.
- AutoCAD technology, systems, and equipment.

### **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.

- Coordinating implementation of technology training programs.
- Reviewing and preparing narrative and statistical reports and records.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office software applications and specialized CAD engineering design graphics software applications.

### **Physical Requirements**

#### ***Required***

- Occasional lifting of objects up to 20 lbs.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

### **Work Experience**

#### ***Required***

- Three years AutoCAD work experience.

### **Education**

#### ***Required***

- Associate's degree in architectural/engineering design graphics, CAD or related field.

### **Licenses/Certifications**

#### ***Required***

- Valid Texas driver's license.

### **Other**

#### ***Preferred***

- AutoDesk Authorized Instructor Certification.

### **Safety**

#### ***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.