

**July 2018**  
**FLSA: EXEMPT**  
**SALARY: Grade O**  
**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**MAKERSPACE PROJECT SUPERVISOR**

**BASIC FUNCTION:** Under the supervision of the area Dean, coordinates activities associated with Makerspace and Mobile Makerspace, assists with programmatic support, and oversees the successful implementation of the STEM Title III grant, Strong Workforce, and California Community College Maker Project work plan objectives and outcomes.

**SUPERVISORY RESPONSIBILITIES:** Supervises, evaluates, and directs the activities of assigned staff.

**REPRESENTATIVE DUTIES (Illustrative Only):**

1. Coordinates, manages, and evaluates day-to-day operations of the Makerspace and Mobile Makerspace, including, but not limited to, providing assistance with grant objectives, projects, and activities in support of assigned area.
2. Analyzes and proposes new processes and program services in support of assigned area and associated Career and Technical Education (CTE) programs.
3. Coordinates and develops comprehensive master calendar for related events.
4. Develops, organizes, and disseminates educational materials to publicize the Makerspace and Mobile Makerspace.
5. Develops, coordinates, and implements field trips, academies, summer programs, and Makerspace and Mobile Makerspace academic activities, including K-12 activities.
6. Coordinates a variety of recruitment activities; provides presentations and workshops regarding programs, services, and status/progress of program activities; attends meetings and conferences to increase public awareness of programs.
7. Monitors and maintains assigned budget, including material/equipment acquisition.
8. Manages and maintains participant files, databases, reports, and other programmatic records.
9. Directs, supervises, and evaluates assigned staff to ensure a high performance environment; establishes performance requirements and personal development targets.
10. Performs other duties, related to the position, as assigned.

**EDUCATION AND EXPERIENCE:** A bachelor's degree from an accredited institution and two (2) years' experience in a makerspace, manufacturing, or industrial lab, or an equivalent combination of training and experience. Lead or program supervisor experience is required;

A bachelor's degree in engineering, graphic design, or information security is preferred. Experience with students, preferably as a teacher/trainer, counselor/educational advisor, grant manager, or program coordinator is preferred.

**LICENSES/CERTIFICATIONS:** Must have and maintain a valid driver's license and an insurable driving record acceptable to the District's insurance carrier.

**KNOWLEDGE OF:**

1. Makerspace tools and equipment, such as 3-D printers, cutting and engraving tools, and CNC routers/machines.
2. District's and department's mission, objectives, policies, and procedures.
3. Microsoft Office Suite or equivalent and fiscal systems.
4. Marketing and event promotion methods.
5. Purpose and use of a makerspace.

**ABILITY TO:**

1. Manage and prioritize multiple projects simultaneously with timely execution and minimum supervision.
2. Display leadership skills, take direction, and engage in creative problem solving.
3. Communicate professionally and effectively, both in writing and orally, with diverse audiences.
4. Drive the Mobile Makerspace (38-foot RV Coach) to local activity sites and events.
5. Maintain a friendly, supportive atmosphere for students, staff, faculty, and the public.
6. Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position.
7. Develop community relationships and foster strong K-12 school partnerships.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Administrators, staff, faculty, community members, vendors, K-12 institutions, community college and university personnel, and college students.

**PHYSICAL EFFORT:** Lifting and moving of equipment may be required. Any heavy lifting will require a minimum of two people to lift.

**WORKING CONDITIONS:** 70% Normal office environment, 30% in the field.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.