

# **Technical Instructor (IPC CIT / MIT)**

**JOB TITLE:** Technical Instructor

**REPORTS TO:** Quality Manager

**HOURLY/SALARY:** Salary

**APPROVED BY:** President

**DATE:** March 2021

**DEPT:** Training Center

**EXEMPT:** Exempt

**SUPERVISES:** None

## **JOB SUMMARY**

First and foremost – You must be passionate about inspiring others to discover their potential. The Technical Instructor is responsible for providing high quality training internally to EEI employees as well externally for students of our Training Center.

## **DUTIES & ESSENTIAL JOB FUNCTIONS**

The Technical Instructor job duties are as follows:

- Become an MIT with the support of EEI Sr. Training personnel
  - Maintain MIT status for all programs licensed for instruction at the Training Center
- Provide High Quality/Professional Instructional Delivery of Programs
- Provide student support for technical questions post training/certification program
- Coordinates and creates, if necessary, in house courses development
  - Provide content for new program development other than IPC, such as;
    - Solder Proficiency Training
    - Custom Technical Training
    - ESD
    - Other
- Provide guidance in the quotation process, answering prospective customer question/s as well as being available to answer questions for EEI employees & students who have been certified through the training center.
- Provide all required reporting per IPC Policies & Procedures Documents
- Deals with accreditation and certification issues for training courses
- Contributes to building and maintaining reputation of Training Department
- Maintains operational capacity of training facilities
- Maintains Departmental record and filing systems;

## **OTHER FUNCTIONS AND RESPONSIBILITIES**

- Provide technical support for EEI Manufacturing Services as needed
- Enter required data into reporting tools
- Monthly inventory accuracy checks
- Perform other duties as assigned

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## **QUALIFICATIONS**

The following are skills, education and background required for the Technical Instructor position.

### **REQUIRED**

- Minimum Five (5) years training experience
- Minimum Five (5) years manufacturing experience
- Ability to travel within the USA

### **PREFERRED**

- A.S in Manufacturing and/or Electronics Technology

### **REQUIRED LICENSES/CERTIFICATIONS** *(Potential to be acquired through EEI Training Center for experienced person)*

- Certified Technical Instructor in the following standards
  - J-STD-001
  - IPC-A-610
  - IPC/WHMA-A620
  - IPC-7711/7721
  - J-STD-001 Space Addendum (Can acquire through EEI Training Center)
  - IPC/WHMA-A-620 Space Addendum (Can acquire through EEI Training Center)