

# IPC Certified Trainer

EEI is looking for passionate, dedicated and talented personnel to deliver high quality products and services, and excellent customer service that our clients have come to expect. The EEI Team makes it all possible.

We are looking for an IPC certified trainer to join our dynamic training team. The ideal candidate would possess current CIT or MIT certification(s) for IPC-A-610, J-STD-001, and IPC/WHMA-A-620 and a minimum of 5 years classroom training experience. The perfect candidate would have had real world soldering and printed circuit assembly experience and have actively participated in a manufacturing setting.

If you are team oriented, energetic, and looking to join a high-quality manufacturing and training team that is focused on sustainable growth, EEI is the place to be.

## Required Skills and Education

- J-STD-001 Certified Trainer
- IPC-A-610 Certified Trainer
- IPC7711-21 Certified Trainer
- IPC/WHMA-A-620 Certified Trainer

High school minimum, 5-6 years of manufacturing / teaching experience

Administers technical and skills certification and training for manufacturing environment. This includes assembly and inspection to IPC and administration of OJT

- Develops course content, determines methodology and coordinates the development of train aids. Develops criteria for evaluating the effectiveness of training activities
- Continuously revises training plans to meet evolving training requirements
- Keeps training documentation current
- Maintains instructor certification ensuring site meets customer contract requirements

## Basic Qualifications

- Team player with strong verbal and written communication skills.
- Demonstrated in-depth knowledge of IPC
- Knowledge and experience in technical training and skills certification
- Strong interpersonal skills and the ability to work with a team consisting of diverse backgrounds
- Ability to communicate both orally and written, while multitasking on multiple assignments.

EEI Manufacturing Services/ EEI Training is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

## Experience Level

Experienced Professional

## Instructor/Curriculum Developer Job Description

Deliver high quality instruction utilizing all approved instructional material and in accordance with approved instructional methods and procedures as dictated by EEI manufacturing Services and specified certification program requirements.

Designs and develops curriculum content, training materials, training modules, teaching aids, and manages all aspects of curriculum development programs to include, but not limited to: technical skills, management and leadership development, safety and new technology in manufacturing operation systems and maintenance. This individual will develop curriculum to be used by the training facilitators and/or instructors and training participants.

**Specific Instructional Duties Include:**

- Teaching material from approved curriculum in accordance with assigned course schedule.
- Motivating students to actively participate in all aspects of the instructional process.
- Responding in a clear and well-expressed manner to student questions.
- Providing regular, accurate, and timely student-specific assistance, feedback and support to students.
- Keeping archives of student work and correspondence (if necessary), and maintaining and reporting student evaluations/grades as required by IPC.

**Specific Curriculum Development Duties Include:**

Manage all aspects of new curriculum development programs/projects which include:

- Facilitator Guide Development per the Director of Training Center Outline and Customer requirements.
- Student Guide Development per the Director of Training Center Outline and Customer requirements.
- Establish a process to review and include feedback from end of course surveys, and student evaluations into the quality assurance and course maintenance processes.
- Manage and conduct quality assurance reviews of all courses for improved/updated course content update.

**Minimum Qualifications**

- Previous or current classroom teaching experience (or equivalent)
- Certification or a bachelor’s degree within the content area preferred.
- Subject matter competency.
- Excellent written and communication skills.
- Command of theoretical knowledge of human behavior and learning including motivation, reinforcement, evaluation, and feedback techniques.
- Ability to perform moderate computer functions. Proficient in using email, Microsoft Teams for online training classes, managing files, and using computer applications including word processors, spreadsheets, power point, Web-based technology learning, Internet browsers, and web search engines.
- Certification in on-line teaching, or previous experience in teaching online helpful, but not required.
- College teaching experience is helpful, but not required.

**Desired Qualifications, Knowledge, Skills, and Abilities**

- Knowledgeable and functional in technical writing, including consistent and correct use of tense, grammar/spelling and terminology that is interesting and varied.
- Bilingual preferred; Spanish and English
- Good organization skills and time management skills; ability to be flexible and solve problems.
- Strong proof-reading skills to produce error-free documents.
- Ability to communicate through verbal and written means with individuals, small groups and in front of large audiences at all levels of the organization.
- Ability to ask appropriate questions, probe for understanding, and work in collaboration with others to achieve desired results.
- Intermediate to advanced knowledge of Microsoft Office
- Ability to produce learning materials to include facilitator/instructor and participant manuals
- Experience creating instructional materials for the adult learner