



## **OJT Master Mentor**

**Organization:** Aerospace Joint Apprenticeship Committee

**Location Address:** 6770 E. Marginal Way S., Bldg. A106, Seattle, WA 98108

**Position Type:** This is a part-time ongoing grant-funded position through September 30, 2017, with potential opportunity for continued funding.

**Supervisor:** Director of Apprenticeship

**Application Deadline:** Open Until Filled

**Compensation:** \$60 per hour.

### **Job Description:**

The On the Job Training (OJT) master mentor will provide mentorship, corrective measures, and direction to participating training agents. The master mentor will assist new apprentices with their OJT training; help them establish best practices, and offer coaching in their work processes. The master mentor will work with the OJT advisor and business developers to analyze OJT issues, advise and develop solutions to workplace challenges relating to mentorship, job rotation, and work processes. The master mentor will act as a subject matter expert (SME) and help provide external support to the training agent apprenticeship coordinators, HR managers and other designated training agent representatives.

### **Tasks, Duties and Responsibility:**

- Assist employers in adopting effective mentorship processes and practices within the scope of apprenticeship.
- Support employers in determining best practices with OJT mentorship, apprentice competency, and AJAC training standards.
- Document work processes and provide technical recommendations to AJAC, apprentices, and employers.
- Conduct mentor coaching sessions with mentors and new apprentices to help in OJT training and assist employers in understanding apprentice training needs and effectively adopting proven OJT practices.
- Orientate and train new apprentices as well as develop and train existing apprentices towards personal growth and opportunities.
- Aid in apprenticeship training and find creative ways to teach advanced manufacturing in operating manufacturing environments.



- Work with AJAC team members to create best practices for all training agents.

**Minimum and Preferred Qualifications:**

- Journey-level certification and/or technical college education in a related field, with a combination of education, training, and 10 years related experience.
- Firm understanding of apprenticeship, manual machining, CNC machining, and machinist operations.
- Experience in various operations in aerospace and advanced manufacturing industry; some familiarity with basic industrial maintenance is desired.
- At least 5 of the above years of experience must have been at an aerospace and/or advanced manufacturing facility, three of which must have been in being a lead or in a supervisory role.
- Must have a minimum of three years' experience directly conducting OJT as a mentor, with at least 10 years in a manufacturing facility as a machinist or industrial maintenance technician.
- Familiar with OSHA and DOL regulations governing the safe performance of all aspects of manufacturing work.
- Familiar with mentor training, task rotation, wage progression, and competency based evaluation
- Basic computer skills using MS Word, MS PowerPoint, Outlook and MS Excel are required, as are good oral and written communication skills.
- Must have a passion for organizational and leadership abilities.
- Communication and interpersonal skills
- Must provide own transportation and have a valid Washington State driver's license.

**How to Apply:**

Required application documents: To be considered for this position, the following information must be submitted to [employment@ajactraining.org](mailto:employment@ajactraining.org) by the application deadline. Reference Master Mentor in the subject line.

- Cover Letter
- Resume
- Three Professional References