

## Catapult Advanced Manufacturing Adjunct Trainer – Branchville, IN

Vincennes University is seeking applicants for a Catapult Advanced Manufacturing Adjunct Trainer position. This adjunct trainer position is located in Branchville, IN. This position is part-time when cohorts are available to train. Note: Trainer will be required to do a 3-week training period to become DOC certified to enter the prison and work un-escorted.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The Adjunct Trainer position will have the following responsibilities.

- Ability to Instruct and teach Catapult program that is centered around Advanced Manufacturing.
- Prepare materials for courses taught.
- Maintain hands-on training equipment.
- Able to work some evenings and occasional Saturdays if needed.
- Other duties as opportunities arise.

**EDUCATION:** Minimum of an A.S. degree related to Advanced Manufacturing preferred or, three to five years of work experience in the Advanced Manufacturing environment.

**EXPERIENCE:** Minimum of three years work experience or training experience in an advanced manufacturing environment. Experience with automation and technology used in manufacturing is required. Must be proficient in troubleshooting and problem-solving skills.

**Direct working experience in the following areas:**

### Lean Manufacturing principles

- Process repeatability and Safety- Quality-Cost impact
- Lean Overview and 5S – Sort, Set in Order, Shine, Standardization, Self-discipline/Sustain
- Standard Work
- Job Instruction
- Process Diagnostics
- Building in Quality
- Just-in-Time
- Continuous Improvement (Kaizen)
- Standard Work Tools -Process repeatability and Safety- Quality-Cost impact
- Kaizen Mindset - Reduction/elimination of waste (Muda)

**INTERPERSONAL SKILLS:** Excellent oral & written communication skills. Friendly, outgoing, respectful attitude.

**PHYSICAL DEMANDS:** Ability to lift 50 pounds, also stand for an hour without a break.

**POSITION LOCATION:** Branchville, IN

How to Apply:

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName\_FirstInitial\_JobTitle** to [jobs@vinu.edu](mailto:jobs@vinu.edu) or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check.