



## Position Description

**Title:** Director of Research, Development and Technology

**Exempt/Nonexempt Status:** Exempt

**Reports to:** Program Administrator > Administrator

### General Purpose/Basic Function:

This administrative position will be tasked with keeping SMART members on the leading edge of the construction industry by staying in front of technological advances in the industry and developing cutting edge curriculum and delivery methods.

### Responsibilities:

#### New Product and Technology Research

- Research and Evaluate new products and technology used in the industry
- Recommend new products and services
- Research and Evaluate future trends for training needs
- Research and Evaluate instructional delivery methods using technology
- Keep industry current with new products
- Liaison with vendors of products and software

#### Curriculum Development

- Identify Curriculum Development needs
- Coordinate and manage Curriculum Committees and Task Forces
- Coordinate and manage Subject Matter Experts (SME)
- Manage Development RFP process
- Work with developers and writers
- Coordinate with task force leaders
- Explore new methods of content delivery
- Solicit feedback from staff, instructors and coordinators
- Work with Administrator and Program Director on Implementation Plans

#### NCCRS College Credit

- Liaison to NCCRS for college credits
- Manage College Credit program
- Manage curriculum review by NCCRS

#### Contest Material Development

- Manage Development of Regional Contest Material

#### Manage JATC Accreditation Program

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A Joint Labor Management Program



**Desired Behaviors:**

- Demonstrate commitment to organization's missions
- Able to work in a team environment
- Takes responsibility for assigned area
- Maintains effective working relationship with others
- Works efficiently and maintains schedules
- Ability to maintain records
- Ability to travel an average of two weeks per month
- Has Expansive knowledge in working with the TotalTrack database
- Has Expansive knowledge of current technology Products and Software

**Qualifications/Experience:**

- High school diploma required; Bachelor's Degree preferred
- Expansive knowledge of the highly diversified industry of sheet metal
- Expansive knowledge of the technology
- Effective written and oral communication skills
- Ability to work independently
- Ability to travel on a regular basis

**Other:**

- This is a full-time position
- Position will be based from the employees home office.
- Trustees set staff compensation and benefits of ITI, the person holding this position is subject to all applicable policies and procedures of ITI. Nothing in this position description creates a contractual or relationship that is inconsistent with the employment relationship otherwise existing pursuant to those applicable policies and procedures.
- This position description is subject to change from time to time by ITI.

**Compensation and Benefits:**

Annualized Salary: \$144,984.00

In addition to the annual salary, the following monthly allowances are granted:

- Per Diem: \$1,672.92
- Auto Allowance: \$750.00
- Technology Allowance: \$220.00

These amounts are subject to change at the discretion of the Trustees. ITI also currently provides employer paid fringe benefits including health insurance coverage as well other employer paid fringe benefits.

**To Apply:**

All interested applicants may submit a cover letter and resume containing their training, work experiences, achievements, and skills; addressed and delivered via email to Kristin Bruck at [KBruck@smwnbf.org](mailto:KBruck@smwnbf.org) by 3:00 p.m. EST on Wednesday, January 26, 2022.