

Midwest Resource Center Manager

ACI has established regional resource centers (RC) in strategic locations across the U.S. to support ACI Chapter and Certification Sponsoring Group activities, and ACI HQ initiatives designed to promote ACI's services, products, influence, and brand.

These centers will provide a static ACI presence in the region: a brick-and-mortar presence with offices, training, education, certification space and ACI staff, to strengthen and grow the ACI brand and its value in an incomparable manner. These centers are also designed and equipped to be used for a variety of other important and strategic efforts, including hosting Chapter Roundtables, Certification Summits, ACI Public Seminars and Regional Student Chapter Competitions. It will also provide a location for ACI Certification to host Pilot Programs, training of new sponsoring group personnel including examiners, and training of international partner personnel.

ACI is seeking a qualified individual to take a leadership role in maintaining the ACI Midwest Resource Center, located in Elk Grove Village, IL. The Resource Center Manager will work closely with the Manager of Certification Program Development to coordinate efforts to expand the availability of ACI Certification programs in the region. This will require coordination and cooperation with regional ACI Chapters and Sponsoring Groups as well as other industry related associations.

RESOURCE CENTER MANAGER KEY RESPONSIBILITIES:

- Assess training needs and certification requirements.
- Schedule, prepare, and conduct training and certification sessions.
- Teach and lead certification review sessions and develop and train candidates in specialized "Training Only" sessions.
- Serve as examiner and supplemental examiner for most programs (PE not required).
- Coordinate others to deliver ACI seminars and educational sessions at the Resource Center.
- Create instructor materials (course outlines, background material, instructional materials, and training aids).
- Continuously enhance technical instructional delivery and presentation skills.
- Manage and oversee the Resource Center's Program Assistant.
- Mentor other instructors in the subject matter content and program delivery techniques for ACI certification programs.
- Regularly interact with the regional ACI Chapters.
- Will be one of a team of Staff Liaisons for ACI Certification Committees.

RESOURCE CENTER MANAGER REQUIRED EXPERIENCE/CREDENTIALS:

- Must have a minimum of 10 years' experience in the concrete industry. Extensive knowledge related to testing and inspection of concrete, concrete related materials, and/or concrete construction. A strength in one or more areas and general knowledge/understanding of others would be an acceptable profile.
- Technical background in concrete materials will be a key component of this individual's expertise.
- BS in science-based program (Engineering, Geology, Chemistry), or AAS in Construction or Concrete Technology desired but not required.
- Must be able to lift 50 lbs. and be mechanically inclined.
- Should possess a good understanding of equipment necessary to execute specific training and certification programs.
- Ability to properly set-up and maintain laboratory test area.
- Previous active participation with an ACI Chapter/Sponsoring Groups certification program is desired.
- Past ACI certifications as well as other industry related certifications are also desirable.
- Experience as a local chapter member would be beneficial, but not required.
- Proficiency in MS Office Suite with the ability to develop effective PowerPoint presentations.

DESIRED ATTRIBUTES FOR THE RESOURCE CENTER MANAGER:

- Strong leadership skills with the ability to foster support from others.
- Strong people skills are required, must be able to professionally interact with all ACI customers.
- Excellent oral and written communication skills with the capacity to speak effectively before a wide variety of individuals or groups.
- Exceptional organizational skills to manage the preparation and execution of multiple initiatives/projects/events concurrently.
- Self-motivation and the ability to work independently are critical to the success of this position.
- Must possess a high standard of conduct and ethics.

TRAVEL and WORKING CONDITIONS:

- Work will require exposure to both concrete/masonry materials testing in RC laboratory as well as general office work. May also include occasional visit to construction site, ready mix concrete plant, precast concrete fabrication yards, cement plant, and other industry-related facilities and locations.
- An individual in this position will be required to attend conventions, trade shows, off-site meetings, industry conferences, training events, or other business-related events which could involve multi-day and overnight travel. *Amount of travel is estimated to be 15%.*

For more detailed information about ACI's certification programs please go to the Certification web page at <https://www.concrete.org/certification.aspx>

Qualified individuals should send resume with salary requirements to careers@concrete.org