

Program Assistant

KEY RESPONSIBILITIES:

- Assist with facility set-up.
- Maintain laboratory and laboratory equipment.
- Provide support in daily operation of the facility.
- Assist with conducting certification review sessions.
- Assist with development and training of candidates.
- Serve as Supplemental Examiner for all programs.
- Serve as Proctor for written exams.
- Become a member of and interact with local ACI Chapter.
- Assist with management of all consumables needed/used in the laboratory of the Chapter Certification Center.

REQUIRED EXPERIENCE/CREDENTIALS:

- Must have a minimum of 3 years' experience in the concrete industry. Knowledge, skills and abilities related to testing and/or 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.
- High School Diploma or GED.
- BS in science-based program or AAS in Construction or Concrete Technology is desired.
- The ability to lead certification review sessions, specifically Concrete Field-Testing Technician and Concrete Strength Testing Technician is beneficial.
- Must be able to lift 50 lbs.
- Must be mechanically inclined.
- Proficiency in using a variety of hand and power tools (e.g., saws, drills, sanders).
- Should possess a good understanding of equipment utilized in specific training and certification programs.
- Ability to properly set-up and maintain laboratory test area/Program Specific.
- Previous active participation with an ACI Chapter/Sponsoring Groups certification program is desired.
- ACI certifications as well as industry-related certifications are desirable.
- Proficiency in MS Office Suite.

DESIRED ATTRIBUTES:

- Strong verbal, written, and interpersonal communication skills are essential.
- Skilled at delivering clear and impactful presentations to engage and captivate the audience.
- Good organizational skills to manage multiple tasks concurrently.
- High attention to detail.
- Self-motivation with the ability to work independently are critical to the success of this position.
- Must possess a high standard of conduct and ethics and maintain a professional demeanor.

TRAVEL and WORKING CONDITIONS:

- Work will require exposure to both concrete/masonry materials testing in Chapter Certification Center 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.

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