

## Resource Center Program Assistant

ACI is establishing regional Resource Centers (RC) in strategic locations across the United States. These centers will provide a static ACI presence in these regions providing education, training, and certification space to strengthen and grow the ACI brand and meet the industry demand for these services. These centers are 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.

The first of three planned RCs has opened in Southern California (San Bernardino) and is currently operational conducting educational and testing sessions to support ACI Certification. The second RC will open January 1, 2022, and is located in Elk Grove Village, IL, near Chicago - O'Hare Airport.

---

ACI is seeking a qualified individual to assist the RC Manager in establishing and maintaining the ACI Midwest / Chicago Resource Center. The Program Assistant will work closely with the RC Manager to help coordinate and execute ACI Certification and Training programs in the Midwest region.

### 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 in specialized "Training Only" sessions
- Serve as Supplemental Examiner for all programs
- Serve as Proctor for written exams
- Become a member of and interact with regional ACI Chapters
- Manage and maintain all consumables needed/used in the laboratory of the Resource Center
- Assist with shipping of ACI workbooks/study guides as needed

### REQUIRED EXPERIENCE/CREDENTIALS:

- Must have a minimum of 5 years' experience in the concrete industry. Good knowledge 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 is required
- BS in science-based program (Engineering, Geology, Chemistry), or AAS in Construction or Concrete Technology is desired
- Must be able to lift 50 pounds
- Must be mechanically inclined
- 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 other industry related certifications are also desirable
- Proficiency in MS Office Suite

## Resource Center Program Assistant

### DESIRED ATTRIBUTES:

- Strong people skills are required, must be able to interact professionally with all ACI customers
- Oral and written communication skills with the capacity to speak effectively in small groups of 5
- Good organizational skills to manage 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.

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