

Resource Center Program Assistant

ACI Resource Centers offer a static ACI presence in that region, 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 Program Assistant's key responsibilities include:

- Maintain laboratory, laboratory equipment, and testing setups.
- Provide support in daily operation of the facility.
- Assist with conducting certification review sessions.
- Assist (potentially lead) with development and training of candidates in specialized "Training Only" sessions.
- Serve as Supplemental Examiner for all ACI 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.

Required experience/credentials:

- 3 years' experience in the concrete industry is desirable. 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 equivalent.
- 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.
- 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 or Student Chapter member would be beneficial.
- Proficiency in MS Office Suite.

The successful candidate should possess the following attributes:

- Strong people skills; 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 <8).
- Fluency in Spanish is desired—all communication skills (listening, speaking, reading).
- Good organizational skills to manage multiple initiatives/projects/events concurrently.
- Self-motivation and the ability to work independently are critical.
- 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 visits to construction sites, ready mix concrete plants, precast concrete fabrication yards, cement plants, 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>.