



PART-TIME CONSTRUCTION SITE ASSISTANT REPORTS TO: DEAN OF INSTRUCTION

The Construction Program Site Assistant plays a vital role in ensuring the smooth and efficient operation of the college's construction program. This position requires strong organizational, time management, and communication skills to support students, faculty, and industry partners. The ideal candidate is detail-oriented, proactive, and enjoys fostering a structured yet supportive learning environment.

RESPONSIBILITIES:

1. Ensure students clock in and out, complete electronic timesheets, and arrive at the job site properly dressed and equipped with necessary tools.
2. Provide guidance to students regarding expectations, time management, and professionalism on job sites.
3. Help students prepare for employment by coordinating resume workshops or job placement resources.
4. Assist in enforcing safety protocols, ensuring compliance with OSHA standards, and reporting safety concerns.
5. Oversee tool and material inventory, track supplies, and manage distribution to and from job site.
6. Review punch lists and track project milestones.
7. Assist faculty with communication between subcontractors and vendors to facilitate program operations.
8. Assist with the purchasing and procurement of tools, equipment, and materials to support program needs.
9. Assist in organizing industry partner visits, job site tours, and recruitment events.
10. Schedule meetings, take notes, and ensure clear and timely information flow between students, faculty, and partners.
11. Assist with job site preparation and clean-up.
12. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- 1 year of experience in administrative support, customer service, or similar roles.
- Strong organizational skills and attention to detail.
- Good communication and people skills to support students and faculty.
- Ability to manage multiple tasks and work independently in a hands-on, active environment.
- Interest in learning about construction or the trades.
- Basic computer skills (Microsoft Office or similar).

PREFERRED QUALIFICATIONS:

- Associate's degree
- Familiarity with construction, trades, or facilities work
- Experience supporting students or working in an educational setting.

PART-TIME POSITION: Up to 28 hours per week. The hours are based on program need

START DATE: As soon as possible

COMPENSATION: \$18-\$20 per hour

This position is grant-funded, and continuation of employment is contingent upon funding.

APPLICATION INSTRUCTIONS:

For consideration, an applicant file must include:

1. Cover letter addressing the minimum and preferred qualifications.
2. Resume
3. Names and phone numbers of three professional references
4. Copy of unofficial transcripts (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.

Please submit the application file to:

Kelsey Barbee

Director of Human Resources

Otero College

Via email at Kelsey.Barbee@otero.edu

(719) 384-6824

APPLICATION DEADLINE: Open Until Filled - priority will be given to applications received by July 31, 2025

Applicant must submit to and pass a background check.

*****Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa. *****

*****Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. *****