

Work Study Job

Job Title:	Makerspace Materials Management Assistant	Department:	College Transfer
Hourly Rate:	\$20.76	Supervisor:	Ron Theofelis

Job Description

Role and Responsibilities

Students need not be experts or experienced in the following areas, desire to learn is sufficient.

This position requires strong technical skills and ease in learning the setup, operation, and maintenance of conventional and advanced prototyping equipment, mechanical systems, and computer interfaces. The type of equipment in the Makerspace is constantly changing and the successful candidate will feel comfortable orienting themselves to, diagnosing, and troubleshooting new and unfamiliar systems.

In addition to utilizing technical skills the Makerspace Materials Management Assistant will consistently utilize interpersonal skills including both written and verbal communication, the ability to work well with people with diverse backgrounds and abilities, and the ability to work well independently and on small teams.

Responsibilities

Communication

- Write and document procedures clearly, contribute to technical and educational resources such as manuals, videos, web pages, and present informally to groups and individual guests of the Makerspace;
- Train and interact with individuals from a wide range of backgrounds and language skill;

Safety & Supervision

- Monitor students, inexperienced faculty users, and college community users in the Makerspace;
- Follow district safety requirements and document that they are met;
- Train future Makerspace Materials Management Assistants and Makerspace assistants;
- Provide training and assistance to students, faculty, and college community users in the safe use and handling of equipment and materials;
- Act as a safety officer in the Makerspace;
- Maintain a clean, organized, and safe environment;

Program Support

- Prepare equipment, materials, and supplies for program activities; prepare demonstrations and participate in activities as requested;
- Estimate and track the type and quantity of supplies and materials needed and used for program activities; Technical Assistance and Asset Management
- Maintain inventory of supplies and materials;
- Diagnose, troubleshoot, and repair equipment and systems as necessary;
- Perform routine preventative maintenance on equipment and systems in the Makerspace;
- Related duties as required

Educational Benefits

This position will provide exposure to Makerspace operations, enriching the student's knowledge by the application of engineering and artistic concepts through real-world work experience.

Students will improve their personal organization skills, understanding of meeting and exceeding an organization's safety standards.

Students will improve their interpersonal communication and improve or gain teaching skills.

Students will gain prototyping, electronic, and technical crafting skills.

Preferred Skills

No Experience Necessary

Supervisor: Email the completed form to: kimberly.bobbitt@seattlecolleges.edu

Interest and capacity to learn any of the following technical areas:

- 3D Printers
- Laser Cutters
- CNC Routers/Mills (CAD/CAM Programming, 2 ½ axis, 3 axis, 4 axis)
- Model Making
- Carpentry/Woodworking
- Sheetmetal Fabrication & Cold Work
- Sewing & Embroidery

Interest and capacity to learn electronics hardware design and prototyping, including any of:

- Microcontroller Programming (Arduino, Raspberry Pi)
- Proof of Concept Prototyping (Breadboarding, Soldering, Testing)

Applications Accepted By:		
<p>Email: Ronald.theofelis@seattlecolleges.edu Subject Line: Makerspace Assistant Position</p>	<p>Mail: South Seattle College UNI 100 6000 16th Ave SW Seattle WA, 98106</p>	<p>Phone: (206) 934-7948</p>