



One Washington Square - San José, CA 95192-0028

To apply for this position please fill out the Student Assistant Job Application completely, save (choose "**Save As**") this Student Assistant Job Application PDF form to your system and email this just saved form as an attachment to library-StudentApps-group@sjsu.edu. With the Position Title-Reporting Unit-Reporting Dept in the email's subject heading line.

Position Title: Rapid Prototyping Lab Student Assistant
Reporting Unit: Innovation and Resource Services Department
Reporting Dept.: Student Technology Training Center
Reports To: Student Technology Training Coordinator

The Rapid Prototyping Lab goal is to serve as a space to encourage innovation, creativity, and collaboration among students, staff, and faculty.

Essential Duties and Responsibilities

- Support student led classes in sharing cross-disciplinary research amongst peers (Student 2 Student Series: S2S)
- Assist in researching and developing unique project plans using lab equipment to encourage innovation (Inspiration Projects)
- Collaborate with staff and faculty to assist students in course projects and research needs
- Schedule, coordinate, and facilitate training sessions on equipment and technology
- Supervise students, staff, and faculty prototyping lab use
- Assist in troubleshooting and performing basic maintenance of equipment as needed
- Operate various prototyping equipment and tools (i.e. laser cutter, vinyl cutter, power tools, etc.)
- Clean prototype space before and after closing
- Other duties as assign

Equipment and Machine used Include but are not Limited to:

- Windows and Apple operating systems, 3D printers, laser cutters, vinyl cutters, power tools, and vacuum forming

Qualifications

The requirements listed below include the knowledge, skills, and/or abilities required.

1. Education/Experience

- **Student Assistant** must be a matriculating SJSU student enrolled in at least 6 undergraduate or 4 graduate units; or ...
- **International student** must be a matriculating SJSU student enrolled full time in at least 12 undergraduate units, or enrolled in at least 6 units at SJSU and at least 6 units at another qualified institution during the same semester; or ...
- **Work Study student** must be a matriculating SJSU student enrolled full time in at least 12 undergraduate units or at least 8 graduate units.

2. Knowledge, Skills, Abilities Required

- Ability to use troubleshooting techniques to solve equipment and technology problems
- Ability to work alone and with small and large groups of student, staff, and faculty
- Strong customer service skills and ability to work collaboratively with a diverse community
- Able to provide instruction to individuals or small groups
- Working knowledge of Microsoft Office and Adobe Suite
- Strong oral and written communication skills
- Demonstrate competence in the safe use of the power equipment
- Ability to learn policies and procedures

Physical Requirements

- The requirements listed below include physical abilities required to complete essential duties (eg. ability to lift 40 lbs)
- Able to sit at a computer terminal for an extended period.

WORK SCHEDULE: 10-20 HOURS PER WEEK DURING SEMESTER

Monday:	9:00am – 5:00pm
Tuesday:	9:00am – 5:00pm
Wednesday:	9:00am – 5:00pm
Thursday:	9:00am – 5:00pm
Friday:	9:00am – 5:00pm
Saturday:	n/a
Sunday:	n/a

Desired Class Level: Frosh Soph Jr. Sr. Grad Student MAJOR: Open

SALARY RATE LEVEL: X2 _3 _4 SALARY RANGE: Expected starting pay at \$15.45 /hr.