Job Title: Lab Assistant

Job Location: UD MakerGym, 125 Academy Street, Room 102, Newark, DE 19716

Position Type: Hourly. Must be available for 4 hour shifts during the operating hours of 10am-10pm, Monday through Friday, throughout each semester. Minimum hours per week - 8, Maximum hours per week - 24. Anticipate opportunities to work outside of these times.

Context of Job
The University of Delaware MakerGym is an interdisciplinary design and fabrication studio serving students from all 7 colleges. The 6,000 sq ft facility includes instructional and collaboration areas, digital fabrication (laser cutting and 3D printing) and physical fabrication (CNC, water jet, wood shop, textiles, electronics).

Lab Assistants support the day to day operations of the MakerGym through engagement with users of various experience levels, management of machine queues, administration of tool inventory, stocking of materials and other duties associated with maintaining a fabrication space. The successful candidate will serve primarily in either the Physical or Digital Fabrication areas, based upon the MakerGym’s staffing needs and the candidate’s background; ideal candidates will demonstrate proficiency in both areas.

MakerGym is seeking people that love working in a hands-on environment and enjoy learning and helping others learn how to use fabrication equipment. Prior experience is preferred. Those without prior experience, will be considered; all staff complete in-depth training.

Primary Responsibilities
- Assist MakerGym users with accessing MakerGym resources.
- Interface with MakerGym users during their visit, serving as a resource for their projects.
- Monitor MakerGym users for safe practices and asset security.
- Restock consumables, follow resupply protocols to ensure inventory availability.
- Secure MakerGym assets, maintain equipment inventory.
- Perform basic machine maintenance as requested.
- Maintain shop cleanliness standards.
- Reconfigure space for functions or classes as requested.
- Utilize MakerGym equipment in support of operations as requested.
- Assist in training modules, under the direction of Operations Manager and Technician(s).
- Facilitate or support instruction as requested.
- Other responsibilities, as necessary and appropriate.

Administrative Duties
- Complete [renew] prescribed training, including safety and first aid certifications.
- Review staff communication regularly; submit documentation promptly, including safety reports.
- Set an example for users through consistent safe practices, persistence through challenges, and maintain a mindset of inclusion, discovery and collaboration.
Present a professional appearance; wear a staff uniform, in compliance with safety and hygiene standards.

Participate in scheduled staff meetings and professional development.

Be willing to serve on MakerGym safety committee.

Report scheduling concerns with sufficient notice as to maintain continuity of services.

Qualifications

- Registered undergraduate or graduate students at the University of Delaware, in good academic standing.
- Experience in physical or digital fabrication (Wood Shop, Textiles, CNC, 3D Printing, Laser cutter, Electronics, AR/VR)
- Experience in Computer Aided Design (AutoDesk, SolidWorks, OnShape, Adobe)
- Experience in conveying technical information, particularly to non-technical audience, including new skill development.
- Utilization of Google Productivity Suite; Mac and Windows OS.
- Strength and mobility to occasionally lift/move equipment or materials weighing 50 lbs.

Applications will not be considered without a cover letter, resume, portfolio and references.

Federal Work Study encouraged but not required.

Send applications to Brooks Twilley, twilley@udel.edu