Position: **Machine Shop Assistant – Part-time**

Location: **Sharp Lab – 104 The Green, Newark, DE 19716**

Pay & Hours:  This is part-time, in-person, non-benefited position (10-20 hours per week).

**Hours:** A consistent weekly work schedule is required. Work hours will be scheduled within the department’s normal operating hours of 8:00 am to 5:00 pm, Monday-Friday. The business administrator and machinist will work with the candidate to create a work schedule that meets the needs of the individual, as well as the needs of the DPA Machine Shop.

**Context of the Job:** Under the general direction of the Machinist and Machine Shop Committee for the Department of Physics and Astronomy (DPA), the Machine Shop Assistant will provide custodial and clerical support in the Machine Shop. Candidates must have a working knowledge of tools and some experience working with metal working equipment, excellent organizational, and communication skills. They must be willing to take initiative and be proactive in sustaining key machine shop operations, as well as taking a detail-oriented approach to their work. Position may evolve into hands on apprenticeship with machinist.

**Major Responsibilities:**

- Serves as the custodial support for the Machine Shop: responsible for cleaning the shop on a daily basis.
- Organize and maintain the supplies and tools in the machine shop.
- Assist and support the machinist in daily operations in the machine shop.
- Use MS Office and Google applications for data entry, sending emails.
- Retrieve mail and packages as needed from the 217 Sharp Lab, Main Office.
- Perform tasks as assigned with established deadlines and work standards
- Additional responsibilities could be assigned, based on situational and workload requirements

**QUALIFICATIONS:**

- High School Diploma or GED and working knowledge of hand tools and some experience with machinery. Ability to work independently.
- Basic computing skills required including proficiency with email, word processing, spreadsheets utilizing MS Office, Google Suite.
- Ability to manage multiple projects by successfully prioritizing time and resources.
- Ability to communicate effectively and interact well with diverse individuals from a wide range of backgrounds including students, UD employees, and community members.
- Ability to maintain a strict level of confidentiality.
- High level of accuracy, attention to detail and the ability to prioritize and adapt to changing needs.

**TO APPLY:** Email a resume to dmbutler@udel.edu (Dawn Butler, Business administrator)

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