# Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Student Digital Life / TechLab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Technology Specialist</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>SA4</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>minimum of 10, maximum of 20</td>
</tr>
<tr>
<td>Specific time periods required, if any:</td>
<td>hiring for Spring 2018</td>
</tr>
</tbody>
</table>

**Work Schedule:** A mix of weekdays and evenings within the following staffed hours:

**M – Th:** 11:45a – 8:15pm, **F:** 11:45a – 5:15p (we’re closed weekends)

### Responsibilities/Duties:

**Customer Service**
- Assist users with available maker tools and technologies, including 3D printers/scanners, VR, die cutter, button maker, vacuum former, soldering iron, CNC machine, etc.
- Provide training, consultations, and other support for user projects
- Design and run at least 2 workshops per semester
- Design and complete at least 1 independent project per semester
- Advise users on TechLab policies and procedures and provide referrals for services beyond TechLab

**Facility and Equipment Support**
- Open and close TechLab
- Maintain a clean and inviting environment
- Monitor the equipment and take appropriate actions to address issues or escalate to full-time staff

**Other**
- Collect usage data and feedback
- Assist with special projects, promotional activities, and team events

### Requirements:

- Able to attend orientation/training on **Tuesday, January 16th**
- Dependable, punctual, and able to adhere to a set schedule
- Strong interpersonal and problem-solving skills, with the ability to work with students, faculty, staff, and visitors, demonstrating professionalism, maturity, and a willingness to help
- Strong work ethic, self-discipline, and able to work with minimal supervision
- Desire to learn new technologies and skills
- Preferred: previous experience with 3D printing/modeling, electronics, coding, and/or makerspace activities

### Interviewer Name:

Tara McCurley and Robin Horton

**Contact Number and/or Email:** Lits-studentjobs@emory.edu

Form Submitted by: Tara McCurley  
Date: Nov 15, 2017