



### Student Employment Office Only

\$14.00 per hour

### Department Only

**Department:** The Entrepreneurial Education and Training (EET) Experience

**Campus:** Daytona Beach

**Funding:** Federal Work Study (FWS)

**Hours Per Week:** up to 20

**Hourly Wage:** \$14.00

**Days Needed:** Monday through Friday (Flexible)

**Times Needed:** 9 am to 4 pm (Flexible)

**Contact:** Edwin J. Hernandez

**Contact Info:** Phone: (386) 506-3621 or Email: [edwin.hernandez@daytonastate.edu](mailto:edwin.hernandez@daytonastate.edu)

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### Job Title: Assistant Lab Technician

**Purpose of Job:** The Maker Space and Innovation Hub Assistant Lab Technician supports the routine operations of the spaces. Helps to maintain and reinforce safety protocols; assists users with the use of equipment; provides frontline support for fabrication tools and digital design software; guides work with rapid prototyping technologies; monitors the environment; maintains inventory and signage; performs routine maintenance, calibration, and troubleshooting of tools and machines; reports problems; as well as assists with tours and demonstrations.

### Duties/Responsibilities:

- Manage inquiries both online and in person
- Provide user guidance and support with operating Maker Space and Innovation Hub equipment
- Perform basic office duties, including answering phones, taking messages, recording documents, copying materials, and delivering items to departments across campus
- Assist with EET events and functions
- Maintain cleanliness and organization of the ERC Maker Space and Innovation Hub
- Support the upkeep and basic maintenance of equipment
- Verify that users have completed required equipment training and help ensure adherence to all safety procedures

### Job Qualifications:

- Strong verbal and written communication skills -- comfortable working around students and regional users
- Computer literate -- including Microsoft Office apps (Word, Excel, & PowerPoint) and equipment software
- Experience working with crafting equipment (e.g., Cricut®, Sewing machine, 3D printers, printing press, etc.)
- Ability to work independently while maintaining a high level of professionalism and effectiveness

### Requirements:

- Resume