EXLAB STUDENT ASSISTANT

The purpose of the EXLAB makerspace is to create a collaborative environment and community centered around experiential learning, creativity, and innovation. We are looking to build a community of individuals who share in our passion of learning.

The desire and propensity to learn and achieve new skills is a must, as well as a passion for teaching others. Prior experience with the equipment, tools, and machinery within the EXLAB is not required.

**Pay:** Hourly

**Hours:** Starting in the Fall 2017 Semester the EXLAB will be open Monday-Friday, from 8:30 AM -10:00 PM. Student assistants work 10-20 hours/week. Specific schedules are built around students’ degree-credit course schedules and other commitments.

**SAMPLE DUTIES**

Members of the GSU community that will have access to the EXLAB include faculty, staff, and students. Some of the duties for this position include but are not limited to:

- Greet guests and visitors
- Facilitate tours of EXLAB
- Manage check-in and scheduling for workstations
- Manage equipment check-out and returns
- Answer the EXLAB phone and take messages
- Ensure equipment, tools, and machinery are not misused
- Direct individuals to learning resources on the use of EXLAB equipment, tools, and machinery
- Guide individuals’ self-learning and answer any questions
- Instruct individuals on best practices within the makerspace
- Assist with related projects
- Function as brand ambassador at offsite events

**QUALIFICATIONS**

- Currently enrolled Georgia State University student
- Ability to work effectively both independently and as part of a team
- Ability to problem solve and research solutions
- Desire to learn and to teach others
- Must be able to communicate effectively through written and oral communication
- Ability to be on time is a must
- Exemplary organizational skills

If you are interested in applying, please send a cover letter and resume to Liz Smith at EXLAB@gsu.edu. In your cover letter, please be specific about how your skills, experiences, and/or interests align with the job description and duties. We look forward to receiving your application.