

# 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:** \$10-\$12 depending on skill set

**Hours:** EXLAB open hours are Monday-Friday, from 9:00 AM -7:00 PM. Student assistants work 10-20 hours/week. Specific schedules are built around students' 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 submit a cover letter and resume online at: <http://technology.gsu.edu/exlab>. 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.

Disclaimer: We are always accepting resumes for this position. When a position becomes filled your application maybe held until the following semester.