

STUDENT ASSISTANT

EXLAB MAKERSPACE



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: \$10.00/hour (starting)

Locations: EXLAB Atlanta, Arts and Humanities Building, Room 200
EXLAB Dunwoody, Dunwoody Library, NLRC 2600
EXLAB at CMII, Atlanta Campus CMII Building, 2nd Floor

Hours: Open hours for EXLAB are Monday-Friday, 10 AM – 7 PM, with some additional hours at offsite events. Student Assistants can expect to work 10-20 hours per week. Specific schedules will be 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
- Teach workshops in various maker technologies and skills, including 3D printing, sewing, fabrication, laser cutting, and more
- 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

MINIMUM 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 regarding maker technologies
- Must be able to communicate effectively through written and oral communication
- Ability to be on time
- Exemplary organizational skills
- Ability to work a full academic year
- **All applicants must be available for weekly staff meetings on Friday mornings, 10 AM-12 PM**

PREFERRED QUALIFICATIONS

- Experience with, or interest in, using maker technologies and skill sets, such as textile production, 3D realization, fabrication/power tools, engineering, and digital/graphic design

If you are interested in applying, please submit a cover letter and resume online at: <http://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.

Disclaimers: We are always accepting resumes for this position. When a position becomes filled your application maybe held until the following semester. All applicants must be able to work for a full academic year in order to be considered.