

Learning Commons Makerspace Assistant

DEPARTMENT: Learning Commons

JOB TITLE: Makerspace Assistant

SUPERVISOR: Robyn Westmoreland, Library Technical Assistant
Learning Commons, SC-333
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864-646-1758

DUTIES:

Assists and educates TCTC students, faculty, and staff with operation of equipment in Makerspace, including 3D printer, poster printer, laminator, and other project resources. Ensure safe operation of all equipment and troubleshoots as needed. Develop instructions for use of equipment and produces example projects that demonstrate Makerspace capabilities. Assists with outreach events as needed, may include prep of materials, distribution of posters/promotional materials, and similar event support. May also assist with special projects and other duties as assigned.

QUALIFICATIONS:

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently when necessary, effectively use Microsoft Office applications, and agree to adhere to confidentiality as required by FERPA.

SCHEDULE:

The schedule for this job is flexible during the hours of 8:00 a.m. through 5:00 p.m.

HOURS PER WEEK: 10 hours per week, dependent upon work load

PAY INFORMATION: \$10 per hour

Location: Pendleton Campus