

**SCI-Arc FABRICATION SHOP**

**JOB TITLE:**

MANAGER'S ASSISTANT

**JOB DESCRIPTION:**

Under the direction of the Fabrication Shop Manager, The Manager's Assistant will be responsible for the following duties:

- Perform general Clerical tasks (filing/data management)
- Provide general assistance to Shop Manager (errands/organization)
- Support Digital Technology Assistants in the integration of traditional Shop operations into digital realm via Apps/Social Media/SCI-Arc Share/Google Drive/Google Docs/iOS/etc
- Scheduling/calendar management
- Assist in troubleshooting basic computer/systems issues
- Edit documents/construction drawings/illustrations/signage
- Create documents/construction drawings/illustrations/signage
- Assist in maintaining Shop Facebook page
- Assist in maintaining Shop Text-Messaging program
- Advise in hardware/software applications which will boost Shop efficiency
- Research new technologies that will benefit Shop operations
- Enforcement of all Shop policies and protocols
- To dress appropriately for work environment
- Other duties, as assigned

Manger's Assistant candidates should have the following qualifications:

- Computer proficiency (Word/Excel/Illustrator/Rhino)
- Fluency in all forms of Social Media
- Experience in both Android and iOS platforms
- Vision to help create new systems from the ground up

Manager's Assistant candidates should possess the following qualities:

- Strong work ethic
- Reliability
- Punctuality
- Patience
- Attention to detail

**DURATION OF ASSIGNMENT:**

Fall Term

**PAY-RATE:**

\$12.00/HR

**HOURS EXPECTED TO WORK:**

4-10 HRS/WEEK MIN

**NUMBER of POSITIONS:**

1-2

**PAY-TYPE:**

WORK-STUDY PROGRAM

**SUPERVISING DEPARTMENT:**

FABRICATION SHOP

**PHONE NUMBER:**

APPLY IN PERSON

**CONTACT:**

Fabrication Shop Manager (located in the Magic Box)

**INSTRUCTIONS:**

Please apply in person with the Fabrication Shop Manager (located in the Magic Box)  
Monday-Friday, between 9am-4pm