

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/Timekeeping/Tracking tasks
- Provide general assistance to Shop Manager
- Assist in leading Tech Team (4-8 persons) comprised of Digital Technology Assistants
- Support Digital Technology Assistants in the integration of traditional Shop operations into digital realm via Apps/MS Teams/Google Drive/Google Docs/iOS/etc.
- Scheduling/calendar management
- Assist the management/editing of the Shop's my.sciarc.edu page
- Edit documents/construction drawings/illustrations/signage
- Create documents/construction drawings/illustrations/signage
- Advise in hardware/software applications to boost Shop efficiency
- Research new technologies that will benefit Shop operations
- Completion of online **Woodshop Safety** training
- Completion of online **Laser Safety** training
- Enforcement of all Shop policies and protocols
- To dress appropriately for work environment
- Other duties, as assigned

Manager's Assistant candidates should have the following qualifications:

- Computer proficiency (Word/Excel/Illustrator/Rhino)
- 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:

ONE TERM

HOURS EXPECTED TO WORK:

4-10 HRS/WEEK MIN, remote and in-person

PAY-TYPE:

WORK-STUDY PROGRAM

SUPERVISING DEPARTMENT:

FABRICATION SHOP

CONTACT:

Direct job inquiries to: rodney_rojas@sciarc.edu