<table>
<thead>
<tr>
<th>Position Title</th>
<th>Science Center Machine Shop Steward</th>
<th>Hourly Rate</th>
<th>$7.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Science Division</td>
<td>Supervisor</td>
<td>Sarah Arnsmeier</td>
</tr>
<tr>
<td>Work Location</td>
<td>Science Center</td>
<td>Account Number</td>
<td>01-11128-00000-00000-XXXXX</td>
</tr>
</tbody>
</table>

Do multiple individuals hold this position at one time?  □ Yes  □ No

Number of positions available: 1

**Work Schedule**

A student in this position can expect to work 2 hours per day, up to 4 hours per week.

The student will work  □ Monday thru Friday  □ Saturday  □ Sunday  □ any day of the week.

Hours are available during the following times of the day: 8:00 am - 2:00 pm.

**Department/Position Overview**

The Science Center is looking for a responsible student with some experience working with machine tools to provide regular cleaning, oiling, and servicing of machines, straightening and organizing of tools, and to keep an inventory of supplies and consumables.

**Description of Duties and Tasks**

□ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

□ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

□ Maintain the confidentiality of departmental/employee/student information

□ Run errands on and/or off campus, including campus mail pick-up and delivery

□ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision
**Required Training and Skills**

☐ Ability to communicate in a concise and effective manner, both verbally and in writing

☐ Detail oriented with strong organizational skills

☐ Familiarity with specific computer software, listed here:

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here:

☒ You must meet with Paul Stanley to verify your knowledge of machine shop equipment and safety procedures.