

JACOBS HALL STUDENT SUPERVISOR I

BASICS

Department: Jacobs Institute for Design Innovation, College of Engineering

Hours: 10-15 hours per week

Salary: \$14.50/hour

Start Date: Monday, August 28, 2017

Supervisor: Amy Dinh, Jacobs Institute Student Services Advisor

JOB DESCRIPTION

The Jacobs Institute for Design Innovation is Berkeley's interdisciplinary hub for students, teachers and practitioners who love working at the intersection of design and technology. We empower you with a place to explore, a place to connect, and a place to learn the way you learn best--by doing.

We are hiring responsible and engaged students to join the team. Student Supervisors are responsible for helping Jacobs Hall run smoothly and safely. Primary responsibilities to achieve this include monitoring evening and weekend building access (with a focus on the equipment spaces), enforcing safety and access policies, regularly maintaining building resources, and providing assistance to Maker Pass holders; a more detailed list is below.

Student Supervisors also receive complimentary Maker Passes.

RESPONSIBILITIES

- Monitor after-hours and weekend access to Jacobs Hall
- Conduct building opening and closing procedures
- Ensure Maker Pass holders adhere to General Workshop Safety policies
- Routine maintenance of facilities, equipment, and resources
- Assist users with questions about Jacobs Hall facilities and policies
- Fulfill material store orders
- Contact the appropriate authorities in case of emergencies
- Attend required staff meetings and training sessions
- Support events on occasion, including promotion, setup, staffing, etc.
- Support special projects, assigned based on need

REQUIRED

- Availability to work:
 - At least one evening shift (6-11:15pm) per week, through finals week
 - One daytime shift (2 hours) per week, through the end of instruction

- Several Saturday and Sunday shifts during the semester (averaging out to 2 weekend hours per week)
- Ability to make sound, reasoned decisions while working without supervision
- Comfortable using bConnected applications for communication and collaboration
- Drive to learn more about prototyping and fabrication equipment, tools, skills, etc.
- Desire to be part of and contribute to our community of designers and makers
- Entrepreneurial spirit and adaptability
- Effective interpersonal, customer service, and communication skills

PREFERRED

- Prior experience with makerspaces, prototyping/fabrication, and/or design
- Work-study funding in financial aid package is preferred

APPLICATION INSTRUCTIONS

Submit one PDF or Word document with the following content:

- Current resume
- 1 paragraph about why you're interested in this job and how you're qualified
- How many evening shifts you want to work as a Student Supervisor I

Please email your application to amydinh@berkeley.edu by **Sunday, August 13th**. For the email subject line, write "Student Supervisor I Application, Fall 2017". Applications will be reviewed on a rolling basis.

If you have any questions about the application process, please email amydinh@berkeley.edu.