

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 27, 2018

Supervisor: Kent Wilson, Jacobs Institute Design Specialist

JOB DESCRIPTION

The Jacobs Institute for Design Innovation is Berkeley's interdisciplinary hub for designers and makers who love working at the intersection of design and technology innovation. We serve a diverse community of students, teachers and practitioners. We empower you with a place to explore, a place to connect, and a place to learn 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 makerspace access, enforcing safety and usage policies, regularly maintaining resources, and providing assistance to Maker Pass holders. Student Supervisors receive complimentary Maker Passes.

RESPONSIBILITIES

- Monitor makerspace access during day, weekend and evening shifts
- Conduct makerspace opening and closing procedures
- Ensure Maker Pass holders adhere to General Workshop Safety policies
- Conduct routine maintenance of facilities, equipment, and resources
- Assist Maker Pass holders: address questions about Jacobs Hall facilities and policies, assist with equipment usage and technical questions
- Fulfill material store orders
- Contact the appropriate authorities in case of emergencies
- Communicate regularly with staff and manager about makerspace activities
- Attend required staff meetings and training sessions
- Support special projects, assigned as needed
- Support other Jacobs Institute events and programs as needed

REQUIRED

- Freshman, sophomore or junior status for academic year 2018/19
- Availability to work:
 - At least one evening shift (M-F, 6:00pm-11:15pm) per week
 - At least one daytime shift (M-F, minimum 2 hours) per week

- Several weekend shifts (3.5 to 4.5 hours each) per semester
- Every week through RRR week (excluding academic breaks)
- Ability to make sound, reasoned decisions while working without supervision
- Comfort using bConnected applications for communication and collaboration
- Drive to learn more about prototyping and fabrication equipment, tools, skills, etc.
- Desire to 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

APPLICATION INSTRUCTIONS

All applications must be submitted at this link: StudentSupervisorJob.jacobshall.org. You will need to:

- Write 1 paragraph about why you are interested in joining the Student Supervisor team and how you are qualified
- Confirm your schedule availability as per above “Availability to Work” section
- Upload your current resume (PDF file)

Optional: You may also upload a portfolio (PDF file, 10MB maximum).

Review of applications will begin immediately and continue until the position is filled.

If you have any questions about the application process or role, please email kent.wilson@berkeley.edu.