

# JACOBS HALL STUDENT SUPERVISOR I

## BASICS

Department: Jacobs Institute for Design Innovation, College of Engineering

Hours: 9-11 hours per week

Salary: \$13.50/hour

Start Date: August 24, 2016, until end of academic year

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 access to Jacobs Hall and carry out building closing procedures
- Ensure Maker Pass holders adhere to General Workshop Safety policy
- Routine maintenance of facilities, equipment, and resources
- Assist users with questions about Jacobs Hall facilities and policies
- Lead building tours for new Maker Pass users
- 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 and interest

## REQUIRED

- Work-study eligibility in financial aid package
- Availability to work at least one regular evening shift (5:30-11pm) per week, including finals week (availability to work Saturday shifts, 12-3:30pm or 3:30-7pm, is optional)
- Ability to make sound, reasoned decisions while working without supervision
- Comfortable using Google Drive 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 new community of designers and makers
- Entrepreneurial spirit and adaptability
- Effective interpersonal, customer service, and communication skills

### **PREFERRED**

- Prior experience with makerspaces, prototyping/fabrication equipment, and/or design

### **APPLICATION INSTRUCTIONS**

Submit one PDF or Word document with the three following sections:

- Current resume
- 1 paragraph about why you're interested in this job
- How many evening or weekend shifts you would like to work

Please email your application to [amydinh@berkeley.edu](mailto:amydinh@berkeley.edu). For the email subject line, write "Student Supervisor I Application, Fall 2016".

Applications will be considered on a rolling basis until all positions are filled. For questions, please email [amydinh@berkeley.edu](mailto:amydinh@berkeley.edu).