

Engineering Lab Assistant

Henry Ford College Career Services Office

Position Type: On Campus Work Study

Description:

Position Start Date: Aug 29, 2022

Number of Positions: 2

Hours Needed Per Week: 15 – 20 hours

Duties & Responsibilities:

Engineering Lab Assistant works with the Engineering Faculty in a lab setup and engineering projects. Detailed duties are listed below:

- Troubleshoot and repair Engineering Lab Instruments
- Work with Microsoft Office Package to prepare fliers and web content for marketing and outreach
- Organize and classify lab instruments and parts and order missing items
- Assist Engineering Faculty in high school presentation and outreach programs
- Use the technology to construct and test a prototype. This may include woodworking, electronics breadboarding, computer programming, 3D Computer-Aided-Drafting (CAD), 3D scanning, 3D printing, and material testing.
- Create a list of materials (material bill) for repair or construction of engineering projects
- Research scholar and intellectual resources to solve an engineering problem
- Update software on Engineering/ Physics laptops as required

Desired Qualifications:

- Perform simple bookkeeping and data recording in excel
- High level of verbal and written communication skills

- Work with Microsoft word

Required Qualifications:

- Communicate effectively with the faculty coordinator through email, face-to-face interaction, and phone calls
- Familiar with Microsoft Word and Microsoft Excel and PowerPoint
- Knowledge of microcontroller programming and electrical circuits setup

Posting Date: August 24, 2022

Expiration Date: October 23, 2022

Duration: Fall

Approximate Hours Per Week: 15-20

Salary Level: \$9.87

Industry: Education

Website: <http://careers.hfcc.edu>

Contact: HFC Career Services
5101 Evergreen Road Dearborn, Michigan 48128
United States

Resume Receipt: E-mail

Default email for resumes.: hnameghi@hfcc.edu

Additional Documents: Other Documents

ID: 26287