



Position: 3D Print Lab Assistant

Department: Business Math and Technology

Employment type: Part-time, 20 hours or less

Overview: As a member of the PVCC Community, the 3D Print Lab Assistant assists with operating and controlling production in the 3D print lab and assist students in the Industrial Electronics and Advanced Manufacturing Programs. The 3D Print Lab assistant has successfully completed courses within the program(s) and with the instructor's approval, assists during class and in the 3D Print Lab as a tutor to students, maintains inventory and other assigned projects at the discretion of the instructor(s).

Work Schedule:

Job Duties and Required Competencies:

Career & Self-Development

- **Skills:** Proactive approach to personal and professional learning; awareness of strengths and areas for development.
- **Tasks:**
 - Discuss goals with instructor for your future career objectives throughout the work experience.
 - Articulate your strengths and weaknesses to pursue a career in field.
 - Seek out learning opportunities and complete research as needed.

Communication

- **Skills:** Strong written and verbal communication skills; ability to provide clear and effective instructions.
- **Tasks:**
 - Identify and communicate potential issues prior to student utilizing facility or materials.

- Communicate with instructor and students to address needs and meet expectations.
- Communicate with instructor after each class/lab learning outcomes and challenges with students as necessary.
- Learn, understand, communicate information about lab materials and uses, procedures, projects, and outcomes.
- Meet weekly with instructor to understand upcoming learning objectives and proposed assignments to prepare in advance of class/lab.

Critical Thinking

- **Skills:** Ability to analyze and interpret information to make decisions and resolve issues.
- **Tasks:**
 - Work with students with varied technological experiences to support understanding tech tools and software.
 - Assist multiple students in the lab adhering to the institution's policies.
 - Meet with instructors to understand which projects will be instituted in class and will require time and materials in the lab in advance of sessions.

Equity & Inclusion

- **Skills:** Inclusive and equitable engagement with diverse populations; advocacy for inclusion and equity.
- **Tasks:**
 - Work equitably with everyone. Be open to differing opinions and cultural norms from your own.

Leadership

- **Skills:** Creating an environment of working together as team.
- **Tasks:**
 - Maintain a professional attitude at all times when interacting with students.
 - Identify different learning styles that might be beneficial to a student and recognize how to apply various learning methods.

Professionalism

- **Skills:** Effective work habits; acting in the interest of the larger community and workplace.
- **Tasks:**
 - Demonstrate appropriate business conduct at all times.

- Complete projects assigned by the supervisor in a timely manner.
- Uphold PVCC College policies and procedures.
- Arrive to the lab in advance and stay after class, to prepare the lab prior to class and clean up afterwards.

Teamwork

- **Skills:** Collaborative work within a team; building and maintaining positive working relationships.
- **Tasks:**
 - Interact with students to share knowledge and resources and support learning.
 - Maintain order in the lab at all times.

Technology

- **Skills:** Assist and support learning of tech skills and techniques of product.
- **Tasks:**
 - Share working knowledge of the software program(s) available for completing project assignments.

Additional Responsibilities:

- Maintain lab equipment and inventory.
- Assist with setting up and cleaning the lab for classes.
- Support the instructor with additional tasks as needed.

Required Qualifications:

- Successful completion of relevant courses in Industrial Electronics and Advanced Manufacturing.
- Familiarity with 3D printing technology and lab equipment.

Additional Considerations:

- Availability for flexible hours as required by the class schedule.
- Ability to work effectively with students of varying technical skill levels.

By fulfilling these responsibilities, you will enhance the learning experience for students by providing technical support and guidance in the 3D print lab, contributing to their understanding of complex technologies and ensuring the lab operates smoothly and efficiently.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu

