Position: Lab Assistant/Helper (Student)

Supervisor: Department Chair – Applied Electronics Computer Technology

Pay Rate: Contract - $14.65/hour

Schedule: up to 20 hours week

Interested candidates should email Bill Dolan at [wdolan@mainecc.edu](mailto:wdolan@mainecc.edu) for a link to the position application.

QUALIFICATIONS/SKILLS

* Attention to detail
* Professional dress and attire appropriate to the position
* Verbal and written communication skills
* Research and analysis skills
* Experience working with electronic test and measure lab equipment
* Experience working with electronic circuits and components
* Experience working with computer hardware and components
* Experience working with setting up/managing classroom printers
* Basic experience working with computer networks
* Knowledge of computer research and analysis programs
* Ability to keep detailed records

RESPONSIBILITIES:

* Perform maintenance/updates on department equipment.
* Organize department electronic components as needed.
* Troubleshoot and repair test equipment as needed.
* Store and secure department test equipment at the end of each lab session.
* Store and secure department cables and connectors at the end of lab
* Store and secure department computers at the end of each lab session
* Build and update and organize department VEX robots and robotic supplies.
* Perform maintenance/updates on department computers and components
* Organize lab facilities at the end of each class/lab session.
* Assemble, build, and solder new circuit boards used in lab sessions
* Build, test, and measure new laboratory projects as requested by instructor
* Assist students in laboratory projects as needed
* Assist students in computer technology projects as needed
* Offer open lab session for students to work in the lab