## Coordinator, MakerSpace

*(Job Number: 46625)*

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<th>Campus/Location</th>
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<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Grant Funding</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<td>Close Date</td>
<td>November 16, 2018</td>
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### Job Description

The DesignLab is a newly established makerspace housed within Herberger Young Scholars Academy, a school for highly gifted middle and high school aged students, on the ASU West Campus.

Reporting to the Director of Integration and Technology at Herberger Young Scholars Academy, the Makerspace Coordinator maintains and supports the day-to-day operations of the DesignLab, including but not limited to maintenance of and overseeing safe operation of equipment and tools, introducing new users to the DesignLab, its equipment and tools, and assisting users with the use of equipment, tools, material and the space.

### Essential Duties

- Maintain and support the day-to-day operations of the DesignLab and its equipment
- Oversee safe operation of the DesignLab, its equipment, tools and materials
- Introducing users to the DesignLab, its tools and equipment in both one-on-one and group settings
- Provide safety and equipment training to all users including students, faculty and staff, as well as public users
- Assist users in utilizing all available resources and equipment
- Serve as a maker resource for Herberger, ASU and the public
- Plan and conduct maker programming including scheduled workshops and training for faculty, students and staff in areas such as: making, tinkering, innovation, problem-based learning, design thinking, rapid prototyping, relevant software and equipment
- Develop a public repository of tutorials on how to use equipment in the DesignLab safely, associated software, as well as documenting projects and work being done in the DesignLab
- Partner with ASU and public leaders in growing maker culture on and off campus by demonstrating and sharing the value of maker technologies and promoting maker resources and services throughout the ASU community
- Maintain liaison activities with local makers and maker organizations
- Assist in overall planning for maker services
- Develop and participate in special projects
- Maintain and support DesignLab Equipment including but not limited to 3D Printers, Laser Cutters, Milling Machines, Wood shop tools, sewing machines, microelectronics and non-computerized equipment
- Research, evaluate and recommend purchases of appropriate equipment and software
- Other duties as assigned by the Director of Integration and Technology relevant to the operation of the DesignLab
### Minimum Qualifications
Bachelor’s degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications
- Experience in working a flexible schedule including evenings and/or weekends on an as-needed basis. Normal schedule may be afternoon/evening shift
- Experience in coordinating or supporting a makerspace or fabrication environment
- Evidence of effective interpersonal, communication, and customer service skills
- Experience in organizational and interpersonal skills
- Experience working in a fast-paced multi-dimensional work environment
- Experience working with students in an academic environment and a genuine excitement for and ability to work with students, faculty, staff, and the public
- Experience in providing one-on-one or small group instruction
- Experience using digital fabrication tools including but not limited to: Laser Cutters, 3-D printers, CNC Machines, Vinyl Cutters, and Digital Sewing Machines
- Experience using Adobe Illustrator, TinkerCad and Fusion 365
- Experience in problem-solving skills
- Experience in speaking in front of large groups
- Experience in establishing and maintaining effective working relationships.
- Experience in both verbal and written communication

### Working Environment
- Activities are performed in an environmentally controlled lab/classroom/workshop setting subject to extended periods of standing, keyboarding/manipulating a computer mouse and exposure to loud noise.
- Required to stand for varying lengths of time and walk moderate distances to perform work
- Frequent bending, reaching, lifting, pushing and pulling up to 50 pounds, and working with and around cutting tools
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts.
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions

### Department Statement
Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor’s, master’s and doctoral degree programs.

Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.

In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:
| ASU Statement | Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law. |
| Instructions to Apply | Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position. |
| Instruction for ASU Online Employment Applications | Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to Jobs at ASU.

- Select **External Staff Job Opportunities** if you’re not currently an ASU employee (you must create an account or enter existing account information).
- Select **Internal Staff Job Opportunities** if you’re a current ASU employee.
- Enter **Requisition ID 46625BR** in the Search box.
- Click the red job title to view the entire job description.
- To apply, select the check box to the left of the job title and click on **Apply to job(s)** at the bottom of the screen.
- Click **Let’s get started** to begin the application process |