

## Coordinator, Makerspace (Job Number: 73409BR)

<b>Campus Location</b>	West
<b>Department Name</b>	Herberger Young Scholars Academy
<b>Full-Time/Part-Time</b>	Full-Time
<b>Grant Funded Position</b>	This is not a grant funded position and is not contingent on future grant funding.
<b>Salary</b>	Depends on experience
<b>Close Date</b>	December 3, 2021
<b>Job Description</b>	<p>The DesignLab, a makerspace located on ASU's West Campus at The Gary K. Herberger Young Scholars Academy, is looking for a customer service-oriented and knowledgeable Maker to assist the Director of Integration and Technology with the day to day operations of the DesignLab, and teachers, students and ASU and public users with activities and on-site equipment.</p>
<b>Essential Duties</b>	<p>Assist the Director of Integration and Technology in the administration and day to day operation of the DesignLab by:</p> <ul style="list-style-type: none"> <li>• Teaching and overseeing safe operation of Makerspace tools and equipment to students age 10 to adult in both one-on-one and group teaching scenarios</li> <li>• Checking in and out tools, machines, and spaces</li> <li>• Operating, and maintaining DesignLab equipment including:             <ul style="list-style-type: none"> <li>○ 3D Printers</li> <li>○ LASER Cutter</li> <li>○ CNC Machine</li> <li>○ Woodshop equipment</li> </ul> </li> <li>• Cleaning the space before and after closing</li> <li>• Inventorying and maintaining the various toolkits and workstations in the space</li> <li>• Monitoring makerspace and wood shop for safe usage of tools and equipment</li> <li>• Regularly lift and move equipment and material weighing 25-50 pounds, and occasionally lift and move equipment and material weighing 50-100 pounds</li> <li>• Conducting public tours of the makerspace</li> <li>• Assisting members of all experience levels with projects including:             <ul style="list-style-type: none"> <li>○ Production techniques</li> <li>○ Tool selection</li> <li>○ Proper tool usage</li> <li>○ Selection of appropriate materials</li> </ul> </li> <li>• Assisting in emergencies to:             <ul style="list-style-type: none"> <li>○ Evacuate affected areas</li> <li>○ Administer first aid</li> <li>○ Call for emergency assistance when needed</li> <li>○ Notify first responders and other HYSA staff</li> <li>○ Take pictures and complete paperwork</li> </ul> </li> <li>• Working special events as needed</li> <li>• Other duties as assigned</li> </ul>

<b>Minimum Qualifications</b>	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
<b>Desired Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience with at least one or more of the following tools:             <ul style="list-style-type: none"> <li>○ 3D printer</li> <li>○ LASER cutter</li> <li>○ Woodshop equipment</li> <li>○ Vinyl cutter</li> <li>○ Desktop Milling or CNC</li> <li>○ Sewing machine</li> <li>○ Embroidery machine</li> <li>○ Arduino/Raspberry Pi</li> </ul> </li> <li>• Willingness to learn basic/advanced usage of makerspace equipment</li> <li>• Demonstrated success assisting users in usage of Makerspace equipment and materials</li> <li>• Previous experience working with middle/high school students</li> <li>• Prior experience in K-12 teaching</li> <li>• Experience with Teaching/group demonstrations (formal or informal)</li> <li>• Experience working with children of all ages</li> <li>• Experience with:             <ul style="list-style-type: none"> <li>○ Corel Draw/Adobe Illustrator</li> <li>○ TinkerCad/Fusion360</li> <li>○ HTML/Javascript</li> </ul> </li> </ul>
<b>Working Environment</b>	<ul style="list-style-type: none"> <li>• This is an on-campus position, located at the West campus of ASU. Remote work option is not available.</li> <li>• Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work.</li> <li>• Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals.</li> <li>• Regularly lift and move equipment and material weighing 25-50 pounds, occasionally lift and move equipment and material weighing 50-100 pounds</li> <li>• Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.</li> <li>• Consistent direction and feedback are provided to ensure stated goals and objectives are being achieved/met.</li> <li>• Must be available to work 10:30am - 3:30pm daily.</li> <li>• Must pass a fingerprint clearance or possess a current Az Fingerprint Clearance Card.</li> </ul>
<b>Department Statement</b>	ASU's Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs

	<p>and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>
<p><b>ASU Statement</b></p>	<p>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 80,000 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.</p> <p><b>COVID-19 Vaccination Requirements</b> - Under the recent executive order issued by President Biden requiring all employees of federal contractors to receive COVID-19 vaccinations, ASU expects all employees, including new hires, to be vaccinated unless they have an approved medical or religious accommodation. Proof of vaccination will be required by December 8, 2021. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion’s <a href="#">webpage</a>.</p> <p>ASU is a tobacco-free university. For details visit <a href="https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco">https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</a></p> <p>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.</p> <p><b>Notice of Availability of the ASU Annual Security and Fire Safety Report</b>        In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at <a href="https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf">https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf</a>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <a href="https://cfo.asu.edu/az-resources">https://cfo.asu.edu/az-resources</a>.</p>
<p><b>Employment Verification</b></p>	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
<p><b>Fingerprint Check Statement</b></p>	<p>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</p>

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<b>Instructions to Apply</b>	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>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.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. <a href="#">#73409BR</a></p>
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