**On-Campus Job Description**



**To apply**: *Go to* [*https://wenatcheevalleycollege.formstack.com/forms/career\_services*](https://wenatcheevalleycollege.formstack.com/forms/career_services) *to submit your information to see if you are eligible for funding.*

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| **Job Title & Number of Positions Avail.**  | Engineering Tech Support (2 positions) |
| **Department/****Location** | AAST & BAS-Engineering Technology. Location Batjer Hall #8006 |
| **Estimated Hours Per Week** | Up to 19 dependent on work study award allocation |
| **Supervisor** | Sai Ramaswamysramaswamy@wvc.edu  |
| **Duties and Responsibilities** | 1. **Lab Upkeep:**
	* Maintain a clean and organized electronics lab environment.
	* Ensure all workstations and equipment are in proper working order.
	* Arrange tools, materials, and components in an orderly manner.
2. **Equipment Repair:**
	* Perform basic troubleshooting and repairs on electronics equipment.
	* Coordinate with the supervisor or designated personnel for complex repairs.
	* Keep accurate records of equipment maintenance and repair activities.
3. **Surplussing:**
	* Identify and tag obsolete or non-functional equipment for surplus.
	* Assist in the documentation and removal of surplus equipment following established procedures.
	* Help in determining the disposition of surplus items, such as recycling or disposal.
4. **Inventory Management:**
	* Assist in maintaining an up-to-date inventory of electronic components, parts, and tools.
	* Monitor stock levels and inform the supervisor when reordering is necessary.
	* Implement efficient systems for tracking and locating lab resources.
5. **Assist Students:**
	* Provide guidance and support to students regarding the proper use of lab equipment and tools.
	* Offer assistance in troubleshooting electronics-related issues.
	* Promote a safe and respectful learning environment in the lab.
6. **General Lab Support:**
	* Assist in setting up and cleaning the electronics lab as needed.
	* Perform tasks related to lab organization, such as labeling and documenting equipment.

Collaborate with lab instructors and staff on various assignments and projects. |
| **Minimum Qualifications** | * Working knowledge and or hand-on experience with electrical/electronic equipment
* Strong organizational skills and attention to detail.
* Excellent communication and interpersonal skills.
* Commitment to safety protocols and regulations.
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| **Educational****Benefit** | Students will get the opportunity to gain hands-on experience using engineering trainers built with real-world components. Develop and refine their technical and interpersonal communication talents, as well as working on industrial standard equipment. |
| **How to Apply** | Please email your interest in the position to sramaswamy@wvc.edu to set up an interview time.  |

07/25/2024 (CRB)

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*The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:*

* *To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.*
* *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu*