

RC Fabrication Lab: Team Lead

Description:

The development of the Harriet Irving Library Research Commons, has transformed the third floor of the Harriet Irving Library into an interdisciplinary, research-driven learning environment to further innovation at UNB. The Fabrication Lab at the Harriet Irving Library Research Commons provides tools and fosters community for engaging in hands-on learning and making activities. The Fabrication Lab is a versatile space open to people at all skill levels. We promote creativity, empowerment, and active learning for all members of the UNB community.

The UNB HIL Research Commons respects and values diverse life challenges and strives to create an environment that is inclusive and welcoming. Successful candidates will be reporting to the HIL Research Commons Manager.

Position Summary:

- Operate and host the Fabrication Lab. The successful candidate will assist and support community members who use the equipment and software.
- Open, provide access, and secure the Fabrication Lab.
- Follow and enforce Fabrication Lab policies. The Team Lead required to ensure all equipment is handled safely and appropriately to prevent equipment damage or patron injury.
- Maintain the space and equipment, including cleaning the equipment, tidying up the space, completing maintenance on the equipment, and logging activity details.
- Assist with inventory maintenance and ordering of necessary materials.
- Assist the RC Manager with creating and implementing Fabrication Lab policies.
- Assist with creating promotional materials for the Research Commons and Fabrication Lab.
- Complete all required paperwork as part-time employee (tax forms, timesheets, etc.)
- Team leads will be responsible for supporting the training of new assistants.
- Other duties as assigned.

Requirements/Skills:

- Candidates should be either a current UNB student or recent graduate with a bachelor's degree. Students from all disciplines will be considered.
- Ability to work and support a safety-first workspace.
- Strong proficiency with Windows computers
- Have a strong interest in 3D printing, 3D scanning, and document scanning.
- Have a strong interest in Cricut making and sewing machines use.
- Strong oral and written communication skills
- Ability to be a leader and to work effectively in a team environment.
- Experience and/or desire to teach and help patrons.
- Possess a background and/or desire to work hands-on with the equipment or electronics in a creative manner.
- Strong troubleshooting and problem-solving skills.

Hours:

Part-time hours, up to 10hours a week during the operating hours of the Fabrication Lab. Schedules can be arranged around class hours and the candidates' other duties, as necessary.