Makerspace Assistant
Job Description

Job Title: Makerspace Assistant

Job Classification: College Assistant (CA)

Job Description: Under supervision, performs miscellaneous clerical, administrative, research or other work related to the operation of a College or other unit where such work is required on a part-time basis or for a period of limited duration. In the Rosenthal Library, the Makerspace Assistant assists Makerspace operations, helps oversee the facility, and provides user support.

Responsibilities:
- In general, performs clerical and technical library work, while operating computers, software, and other electronic equipment:
  - Assists patrons in-person and via phone, chat, email
  - Performs data entry and updates into library systems
  - Sorts and shelves books and other materials
- Manages memberships, and assists with scheduling spaces & equipment
- Monitors proper use of tools and equipment, and maintains a clean, organized, safe work environment by enforcing safety/operations rules
  - Maintains tools and equipment with regular calibration, minor fixes, and troubleshooting
  - Responsible for proper storage of materials, appropriate waste disposal, facility & equipment preparation and post-use clean-up
- Maintains supplies and computerized inventories
- Assists with technical writing, proofreading, checking applied steps in operations manuals
- Assists with deployment of new laboratory tools, facilities, & resources
- Trains and supervises aides and other assistant personnel
- Performs other assigned duties as needed

Minimum Qualifications:
- High School diploma
- Must demonstrate sufficient skills to perform the assigned duties
• Physical abilities to use hands to handle or feel; to speak and hear clearly; to sit stand walk climb balance, stoop kneel crouch; to lift up to 25 pounds; to see with close, distance, color, peripheral, depth vision

Preferred Qualifications:
• Associate’s or Bachelor's degree, or entry level experience in libraries, in higher education, or related learning environment
• Ability to work in library or academic systems, and web environments
• Customer-service experience with diverse clientele
• Strong written and verbal communication skills
• Good organizational ability and attention to detail
• Ability to work both independently and as a team member
• Proficient in Microsoft Office & Teams
• Computer literacy with common operating systems, hardware, software in both Windows and macOS environments
• Experience with physical tools and equipment

Employment Terms:
• This is a part-time position for up to 20 hours per week, for a total of 1040 hours per fiscal year
• Evening/weekend hours may be required to ensure service operations
• This is an in-person position that requires working 100% on-site

Compensation Range:
• $20.00 to $23.00 per hour

How to Apply:
To express your interest, submit the following three items:
  1. One-page cover letter
  2. Resume
  3. Names & Contact information of two professional references

Email the information to library@qc.cuny.edu with the subject line “Makerspace Assistant.” Review of applications will begin on July 29, 2024.