

Industrial Technology Lab Assistant (Printing) – Industrial Technology

Work Study Job Type:

Lab Assistant

Reports to:

Professor, Graphics & Printing, Industrial Technology

Duties and Tasks:

Overall duties and responsibilities include, but are not limited to, the following:

Assist students with projects using the Adobe Creative Suite programs

Perform bindery operations

Maintain and operate various laminators, wide-format printers, scanners, and copiers

Light dusting, sweeping, window cleaning, vacuuming, and mopping

Safely and properly operate all tools and equipment, to include handling hazardous materials/chemicals

Required Skills/Experience:

Able to operate office equipment, to include answering phones with excellent customer service skills

Proficient with the Adobe Creative Suite and Microsoft Office programs

Possess basic graphic design concepts and theories

30wpm typing speed and above average computer skills

Additional Requirements:

Fully mobile; able to bend over from the waist, kneel, reach/stretch, and climb

Able to stand and walk on concrete, tile, and carpet flooring for extended periods of time

Able to work in cramped spaces

Able to lift minimum 50lbs up to shoulder level

Eligibility Specific Requirements:

Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.

Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.