

Technical Assistant - Architecture Technology
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=126948>

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Posted Jul. 31, 2019, set to expire Nov. 30, 2019

Job Title	Technical Assistant - Architecture Technology
Department	
Institution	Erie Community College Buffalo, New York
Date Posted	Jul. 31, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fine Arts - Other Engineering
Apply Online Here	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/South-Campus---Orchard-Park/Technical-Assistant---Architecture-Technology_J0000422

Apply By Email

Job Description

Department:
Architecture Technology

Salary/Hourly
\$33,790.00 Annual

Union/Position Status:
FFECC NTTP FT

Posting Closing Date:

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August 31, 2019 Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

This means any applications must be submitted by 11:59 PM the evening before.

JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

SUNY Erie is seeking a Fabrication Lab Manager. This grant-funded position will report to the department of Architecture Technology. This position works in collaboration with faculty, IT staff and students. The Fabrication Manager should possess a working knowledge of fabrication equipment such as table saws, radial arm saws, laser cutter, CNC mill, Form Labs ED Printer, and Makerbot. The Fabrication Lab Manager should have experience with 2D and 3D CAD packages used in architectural, engineering and other fields. The Fabrication Lab Manager is responsible for the maintenance of all lab equipment in the physical lab and across campus, which includes 3D printers, a CNC router, a laser cutter, and a variety of wood working tools, and ensures that parts and materials are up to date and available. The Fabrication Lab Manager is also responsible for training staff and students to operate the machines under the Manager's purview effectively and safely. This position may be involved with educational programming and activities related to the lab.

TYPICAL WORK ACTIVITIES:

- * Ensure all fabrication needs of users of the Fab Lab are met, including but not limited to managing fabrication facilities and supporting educational experiences for the users of the lab with analog and digital technologies;
- * Work closely with and facilitate access to traditional and digital fabrication technologies and faculty, as well as IT staff;
- * Provide support for lab-related activities, events, and innovation under the missions and programs of SUNY Erie. Collaborate with faculty on equipment applications related to research or curriculum development;
- * Conduct instructional training sessions on use of equipment/related software and lab use policies and procedures;
- * Assist users in the use of software for respective equipment, addressing technical questions or needs, troubleshooting user problems, diagnosing and correcting the problem or securing additional assistance to address issues;
- * Provide accessible instructional materials (digital and analog), guidelines specific tutorials and examples;
- * Maintain records of faculty, and students who have received obligatory training procedures and are

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authorized to use specific facilities and equipment;

- * Train and supervise student workers on the proper and safe operation of lab equipment;
- * Maintain Fabrication Lab schedule;
- * Track utilization metrics of Fab Lab and report use and impact to program manager;
- * Maintain a safe, clean, and well-organized working environment with short and long-term storage on campus;
- * Maintain comprehensive inventory of equipment, spare parts, and consumable materials;
- * Monitor facilities and equipment, addressing any identified problems. Contact Facilities or appropriate vendor to secure repairs. Inform supervisor of any issues or concerns related to facilities or operations;
- * Participate in SUNY Erie events and activities as requested on occasional weekends and evenings;
- * Additional assignments and job duties as assigned.

MINIMUM QUALIFICATIONS:

- * Bachelor's degree in Architecture or Architecture Technology or Fine Arts;
- * Minimum of two (2) years' experience working within a studio and fabrication lab;
- * Candidates with previous related Lab Management and experience in teaching fabrication applications in a college environment preferred;
- * Ability to communicate effectively in demonstrating skills, assigning responsibility, and collaborating on tasks associated with the Fab Lab;
- * Ability to understand budgets and present numerical information effectively;
- * Ability to identify and analyze problems, collect and provide information, work under pressure while assessing multiple demands, supervise others;
- * Operational knowledge and skill in the use of fabrication equipment, power tools and computer applications;
- * Availability to work/and or participate in activities on weekends and evenings on an occasional basis (around midterm and final during fall and spring semesters);
- * Understanding and appreciation of the visual arts and art history and education a plus.

SPECIAL REQUIREMENTS:

- *Official transcripts will be required for successful candidates within 30 days of hire.*

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

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Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officer

Tracy Archie, Chief Diversity Officer
Office of Equity and Diversity
City Campus, Room 174, 121 Ellicott Street
Buffalo, NY 14203
(716) 851-1118

For further information on notice of non-discrimination, please contact:

New York Office
United States Department of Education
Office for Civil Rights, 32 Old Slip 26th Floor,
New York, N.Y., 10005-25010;
Tel (646) 428-3800; Email: <mailto:OCR.NewYork@ed.gov>OCR.NewYork@ed.gov.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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