**On-Campus Job Description**

**To apply**: Go to 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.** | Electronics Instructional Support Tech(2 positions) |
| **Department/ Location** | Industrial Technology |
| **Rate of pay** | $18.93 |
| **Supervisor** | Zack Jacobson |
| **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** |  Strong organizational skills and attention to detail.   Excellent communication and interpersonal skills.   * Commitment to safety protocols and regulations. |
| **Educational Benefit** | Students will have an opportunity to gain hands on experience in a real-world environment, develop and refine skills, and become familiar with equipment. |

# 7/13/2023

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

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.