

## **DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** CAD Lab Student Assistant

**DEPARTMENT:** Architecture

**DATE:** August 21, 2015

**SCHEDULE:** Days, Evenings & Weekends; Flexible

**FLSA:** Non-Exempt

**REPORTING SUPERVISOR:** Director of Architecture

**JOB FUNCTION:**

Assist students with operations of lab equipment and software; maintain the lab in good working order.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	50%	Ongoing	Operate plotter, laser cutter, and 3D printers.
2.	30%	Ongoing	Help students on the system, maintain computers, and workspace.
3.	20%	Ongoing	Perform other duties as requested by the department.

**MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to operate and trouble-shoot plotter, laser cutter, and 3D printers.
2. Ability to provide strong customer service to support students using equipment.
3. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester
4. Must have completed a FAFSA form (Financial Aid) for the current academic year.

**WORK CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; climb; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**PHYSICAL REQUIREMENTS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.