

## **I2P Lab Support Staff**

### **Position Overview**

I2P Support Staff play a key role in ensuring the lab runs smoothly on a daily basis. They assist users, help maintain the workspace, and support general lab operations. This position is critical to keeping the lab accessible, organized, and user-friendly. Support Staff also have the opportunity to engage in lab improvement projects, contribute ideas, and help shape the future of I2P.

### **Key Responsibilities**

#### **• User Assistance & Support (40%)**

- Train and assist users with 3D printing, laser cutting, and other lab equipment
- Provide guidance on proper machine operation and troubleshooting
- Enforce lab policies and help create a safe, inclusive environment

#### **• Lab Maintenance & Cleanliness (25%)**

- Perform daily and weekly cleaning tasks to maintain lab functionality
- Ensure workspaces, tools, and machines are clean, organized, and operational
- Assist with routine maintenance and upkeep of equipment

#### **• Training & Development (20%)**

- Participate in cross-training to gain proficiency in all lab areas
- Attend workshops and learning sessions to grow technical and operational skills

#### **• Lab Improvement Projects & Team Initiatives (10%)**

- Contribute to ongoing projects that improve workflows, signage, or organization
- Propose ideas and collaborate on lab enhancements

#### **• Event Support & Community Engagement (5%)**

- Help with setup and support for lab events, workshops, and outreach

### **Qualifications**

- Must be a CSU student with a valid work-study award
  - Applications open May 1st at 9:00 AM on RAMweb if you do not yet have an award
- Available to work approximately 10 hours per week during the semester
- Willingness to learn and train across all lab equipment
- Strong problem-solving skills and attention to detail
- Ability to work well in a team environment
- Strong communication and customer service skills

**Desired Start Date:** August 18

