

Job Title	Engineering Technology Lab Assistant
Department	Industrial and Engineering Technology
Reports To	Dean, Industrial and Engineering Technology

EMPLOYMENT TERMS

Part-time

Qualifications

Education	Minimum of an associate degree in engineering technology or bachelor's degree in related engineering discipline
Experience	3-5 years of industrial experience or applicable laboratory experience.
Desirable Knowledge, Skills, and Abilities	Effective oral and written communication skills. Knowledgeable about methods of students' evaluation Competent computer skills and ability to use common software programs (i.e. Microsoft Word, Excel, PowerPoint). The ability to implement technology into instruction.

Responsibilities

<ol style="list-style-type: none"> 1. Assists the course instructor with the day to day activities and services of the lab area including scheduling, lab set-up, and management of lab equipment and supplies. 2. Ensures that the lab/classroom is clean, safe, and organized; promotes safe lab practices. 3. Maintains and files course documents in accordance with the College and program policies and procedures. 4. Proctors tests/examinations and provides instructional and/or remediation support under the supervision of course instructor. 5. Conducts periodic inventory of lab resources and assists in requisitioning of lab supplies. 6. Helps to update and install lab software for engineering technology applications. 7. Performs other duties as assigned by the course lab instructor, the Department Head, and/or the Dean. 8. Maintains credentials required for the position and profession. 9. Demonstrates respect for students as individuals.
--

APPLICATION DEADLINE: Until filled

Applications are submitted on-line only at www.augustatech.edu .
--

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. Official transcripts must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu .

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required

CONTACT

Shirley Rouse, Pre-Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

<i>Commensurate with education and work experience.</i>

A Unit of the Technical College System of Georgia
Equal Opportunity Institution