

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MAKERSPACE COORDINATOR

Reports To: Designated Supervisor

UW Job Code: 3842

UW Job Family: 3C - Instructional/Educational Service

SOC Code: 25-9031

FLSA: Exempt

Pay Grade: 22

Date: 5-1-19

JOB PURPOSE:

Coordinate the activities in the Student Innovation Center/Makerspace. This work includes, but is not limited to managing and supporting the equipment (3D printers, Laser Cutters, 3D Scanners, Robots, plotters, computers, displays, sewing machines, and misc. fabrication items). The position will assist faculty, staff, and students with projects using the equipment provided in the center. The position will provide expert-level support on both the hardware and software platforms.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the day-to-day activities of the makerspace lab. Assist students, faculty, staff and guests with the use of the technology equipment found in the center. Ensure the space is adequately staffed and adequate supplies are kept on hand to accommodate the needs of the patrons.
- Provide expert-level support to the equipment used in the Student Innovation Center/Makerspace. This support includes routine maintenance as well as troubleshooting complex problems.
- Provide expert-level support in the use of software applications used to support the efforts of the innovation center.
- Hire, train, and supervise part-time employees who help provide documentation, support, and training for clients to use the innovation center and the equipment.
- Work with other members of the community to design and present workshops that demonstrate the available technology for use in the innovation center. Design curriculum and provide expert-level support for curriculum.
- Promote awareness of the innovation center to campus and Wyoming communities.
- Research and explore new technologies for use in the innovation center.

SUPPLEMENTAL FUNCTIONS:

- Provide on-site computer support and AV Instructional technology support within the Student Innovation center, other Academic Technology spaces in Coe Library, and/or mobile makerspace labs.

COMPETENCIES:

- Attention to Detail
- Consistency
- Formal Presentation Skills
- Technical/Professional Knowledge
- Quality Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **1 year of work-related experience**

Required licensure, certification, registration or other requirements: **Some positions may require a valid driver's license.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Related field of scientific theories, concepts and methods.
- Research laboratory diagnostic and research tests, methods, techniques and procedures.
- Effective communication and teaching methods, techniques and practices.
- University, federal and state regulations applicable to the area.
- Safety, radiological, chemical and biological hazards of the occupation.
- Basic operation and basic and routine research equipment maintenance.
- Laboratory organization of materials, equipment and supplies.
- Research data compilation, statistical analysis, and report writing.
- Purchasing methods and procedures.
- Scheduling methods.
- Record management theory, concepts and practices.
- Curriculum development methods, techniques, and theory.

Skills and Abilities to:

- Effectively communicate and instruct others regarding diagnostic and research tests, methods, techniques and procedures.
- Detect and analyze experiment results following research protocols.
- Maintain quality control procedures.
- Coordinate and schedule laboratory instruction.
- Order and maintain materials for laboratory usage.
- Supervise lab functions and usage.

- Provide safety instructions to work safely with various equipment and chemicals, mediums, agents, and other lab materials.
- Maintain records for laboratory and experiments.
- Interpret research data and compile statistical results into technical reports.
- Effectively communicate within the scientific community.
- May complete library or other research on new tests, techniques, methods and protocols.

WORKING CONDITIONS:

Laboratory and office environments; regular exposure to biological, radiation, chemical, mechanical hazards, vapors, fumes, and temperature variations.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The University of Wyoming actively supports the Americans with Disabilities Act and will consider reasonable accommodations.