Learning Community Innovation Zone
Maker Specialist
(Class III Student Facility Monitoring Specialist)

Job Description

Student Maker Specialists are students employed by the Office of First Year Programs & Learning Communities. Student Maker Specialists are expected to fulfill various roles in order to support the efforts of the Learning Community Innovation Zone (LCIZ) and support the goals of First Year Programs & Learning Communities. Student Maker Specialists will participate in ongoing trainings in order to fulfill their many responsibilities, including, but not limited to:

- Sign users into facility while obtaining necessary registration/safety information and/or valid identification
- Verify names of potential patrons against a list of certified users
- Disseminate information and distribute materials & equipment
- Update patron lists and other departmental records
- Monitor area for security
- Keep area neat, clean, and orderly
- Perform assigned cleaning and maintenance tasks
- Prepare the area for the start of the day
- Close the area at the end of the day (turn off equipment and lights, inventory equipment, lock door)
- Serve as general consultant on the use of facility and services
- Issue equipment and materials
- Inform patrons when time limit on session is up
- Attend training sessions and staff meetings
- Greet, assist and direct all visitors
- Assist in the training of other students
- Perform miscellaneous duties as directed
- Facilitate workshops and small events
- Develop and edit content for the LCIZ website and social media platforms

Minimum Qualifications:

- Be a full time undergraduate student at the University of Connecticut
- Be able to work 6-10 hours per week during the academic year (work schedule will be determined by the LCIZ Supervisor based on class schedule and other significant commitments
- Demonstrate excellent oral, written, and interpersonal communication skills
- Must have the ability to work collaboratively and cooperatively with a team of peers and professionals
- Be able to work independently and take initiative
- Demonstrate the ability to communicate with and value a variety of personality types and diverse populations
- Maintain a high level of professionalism and regard for safety
- Adhere to the rules and regulations of the University of Connecticut, the Office of First Year Programs & Learning Communities, and the Learning Community Innovation Zone
- Demonstrate an appreciation of the maker culture and participate in trainings, meetings, etc. on a consistent basis

Preferred Qualifications:

- Previous experience with and/or exposure to makerspaces
- Qualify for work study
- Previous experience with photography, videography, social media and/or website development