

WORK STUDY JOB DESCRIPTION

Job Title: Welding Technoloyg Work Study

Rate of Pay: \$7.95

Begin Date: 8-22-2011

End Date: 05-11-2012

Work Site: Welding Laboratory, B109, Neal Campus Kingman

Supervisor's Name: Buddy May, Resident Welding Faculty

List specific duties performed on a regular basis.

1. Assist in the maintenance of a safe, clean, orderly, and OSHA compliant environment in the welding laboratory.
2. Assist instructor or Lab Technician in the preparation of student training material, weld exercise or laboratory demonstrations.
3. Assit the Lab Technician and/or Instructor in ensuring adequate inventory levels of student training material (plate, pipe, tubing, electrodes)is maintained for each welding course.
4. Works closely with Instructor or Lab Technician to weld and/or fabricate special welding projects assigned to the Welding Program.
5. Organize files, records, and welding documents; performs other duties as assigned.

List skills and qualifications needed.

1. Demostrated skill in following directions precisely and in completing assigned tasks under minimum supervision.
2. Demostrated willingness in adhering to established safety policies and OSHA regulations.
3. Demonstrated skill in the use of small hand power tools related to the welding profession.
4. Ability to maintain flexible working hours including evenings.
5. Successfully completed WLD 101, 125A and 129 with a grade of "C" or better.

List things a supervisor would like a student employee to understand about working in this department.

This is a specialized work study position in the Welding Profession. The student must be conversant in the language of welding. The student will work, at times under minimal supervision, and must be flexible and adaptable to the needs of the Instructor or Lab Technician.

Our goal is to ensure a safe, enjoyable, and beneficial lab experience to the students, therefore working well to interact with other students is very important for establishing a trusting learning environment.