

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 1 <hr/> REVISED 3/94
SUBJECT <i>Student Engineering Assistant</i>	RANK x350	GROUP V	CBC	PHYSICAL

DEFINITION:

Under the direction of the Energy Manager, the Student Engineering Assistant assists engineers in the development of computer drawings using CAD/CAM for projects assigned by the Energy Manager. The Engineering Assistant also assists engineers in the area of technical trouble shooting of mechanical systems. The job duties include, but are not limited to:

- (a) Prepare detailed mechanical drawings from oral and written information received from Energy Manager and engineers. Perform field checks and site studies by measuring, verifying and recording dimensions and assisting engineers with new requests and changes as the project get underway.
- (b) Provides technical assistance in the area of technical trouble shooting of mechanical systems.
- (c) Review working drawings for accuracy of specifications such as coordination of equipment size with space allocation.

BASIC QUALIFICATIONS:

Must be a graduate student with specialized study in Mechanical Engineering degree. Working knowledge of heating, ventilation, and air conditioning engineering standards. Work experience with computer operating systems (DOS) and engineering drafting software such as AutoCad and Autosketch.