

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISIED 5/21
SUBJECT <i>Electronic / Machinist Aide</i>	RANK x142	GROUP II

DEFINITION:

Under the limited supervision of a staff or faculty employee, a student usually performs all or part of the following duties:

ELECTRONIC AIDE

- (a) Aids in construction of simple electronic equipment using mechanical equipment, drill press, wiring, and soldering.
- (b) Maintains technical files
- (c) Receives and checks electronic supplies.

MACHINIST AIDE

- (a) Aids in construction of simple mechanical equipment using lathes, milling machines and drill presses.
- (b) Maintains technical files
- (c) Receives and checks mechanical parts and supplies.

BASIC QUALIFICATIONS:

None. But high school physics, basic math courses and some background in electro mechanical or electronic systems is helpful. This is an entry level position.

QUALIFICATIONS FOR STARTING AT STEP B:

One year of comparable experience and/or course work.