

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
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 building basic electronic equipment using mechanical tools, drill presses, wiring, and soldering techniques.
- (b) Maintains technical files.
- (c) Receives and inspects electronic supplies for quality and accuracy.

MACHINIST AIDE

- (a) Aids in building of simple mechanical equipment using lathes, milling machines, and drill presses.
- (b) Maintains technical files.
- (c) Receives and verifies mechanical parts and supplies for quality and accuracy.

BASIC QUALIFICATIONS:

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

QUALIFICATIONS FOR STARTING AT STEP B:

One year of comparable experience and coursework.

LEARNING OUTCOMES*:

- Show an awareness of own strengths and areas for development.
- Establish, maintain, and leverage relationships with people who can help one professionally.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Use innovative thinking to go beyond traditional methods.
- Consistently meet or exceed goals and expectations.
- Show a high level of dedication.
- Be accountable for individual and team responsibilities and deliverables.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).