

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISIED 5/24
SUBJECT <b><i>Student Engineering Assistant</i></b>	RANK x350	GROUP V

**DEFINITION:**

Under the direction of a Manager/Supervisor, the job duties include, but are not limited to:

- (a) Assists engineers in creating computer drawings using CAD/CAM for projects assigned by the Energy Manager.
- (b) Assists engineers in troubleshooting mechanical systems technically.
- (c) Prepares detailed mechanical drawings based on oral and written instructions from the Energy Manager and engineers.
- (d) Conducts field checks and site studies by measuring, verifying, and recording dimensions. Assists engineers with new requests and changes as projects progress.
- (e) Reviews drawings to ensure accuracy of specifications, such as coordinating equipment size with space allocation.

**BASIC QUALIFICATIONS:**

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

**LEARNING OUTCOMES\*:**

- Identify areas for continual growth while pursuing and applying feedback.
- Professionally advocate for oneself and others.
- Seek and embrace development opportunities.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- 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.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- Proactively anticipate needs and prioritize action steps.

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- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Use innovative thinking to go beyond traditional methods.
- Plan, initiate, complete, manage, and evaluate projects.
- Act equitably with integrity and accountability to self, others, and the organization.
- Be present and prepared.
- Demonstrate dependability.
- Have attention to detail, resulting in few, if any, errors in their work.
- Show a high level of dedication toward doing a good job.
- Be accountable for individual and team responsibilities and deliverables.
- Employ personal strengths, knowledge, and talents to complement those of others.
- Collaborate with others to achieve common goals.

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