

# IDEA • FORGE

## **JOB DESCRIPTION**

### ***IDEA FORGE GENERAL SMITH***

*Pay Rate: \$13.50/hour*

The Idea Forge is a flexible, cross-disciplinary collaborative prototyping space where students come together. The space supports student teams working on invention and innovation as part of courses, as well as design and development driven by entrepreneurial-minded individuals and service-oriented groups. With all these students working side-by-side, the Idea Forge boosts student learning through collaborative, hands-on experiences, while supporting industry interaction through scheduled workshops as well as spontaneous exchanges.

The available positions are for general Idea Forge student staff members (we call them Smiths). Duties vary on a daily basis but include working on special projects for each of our staff members. Projects can range from doing CAD to helping with research data to teaching workshops.

How might this benefit you?

- a paying job
- opportunity to be involved on campus
- meet fellow Smiths
- learn and use hands-on skills
- working in a fun environment (we have a disco ball)

We work hard to promote the professional growth of our student employees, through mentoring, career support, resume/cover letter reviews, etc.

Other duties will include working at the front desk and performing some of the tasks listed below:

- check-out of materials
- answering email and phone
- answering student and visitor questions
- teaching workshops
- cleaning and organization
- general equipment setup and maintenance
- giving tours to the general public and specific courses
- assisting with events hosted at Idea Forge facility
- opening and closing of Idea Forge

We enjoy working with our student staff and there are opportunities for advancement from this general staff position to a position more specialized in one of the shops. We encourage asking

lots of questions to increase knowledge, and always appreciate employees who show initiative and ownership in their roles.

## **JOB DESCRIPTION**

### ***IDEA FORGE SENIOR SMITH***

*Pay Rate: \$14.00/hour*

The Senior Smith position is a promotion for Smiths who have worked at the Idea Forge for at least three semesters. It includes all of the job duties of the General Smith, and also:

- assisting with training of General Smiths
- increased responsibilities with staff-assigned tasks

***Note: This position has a prerequisite for hire of at least 3 semesters working as an Idea Forge SMITH employee***

## **JOB DESCRIPTION**

### ***IDEA FORGE SHOP SMITH***

*Pay Rate: \$14.50/hour*

Shop Smiths spend a majority of their time working in one of the Idea Forge's fabrication shops, including the Rapid Prototyping Lab, Electronics Lab, Machine Shop, Welding Shop, and Makerspace. Duties may include and or all of those encompassed by the Senior Smith position, and also have additional shop-specific tasks, including:

- independently supervising one or fabrication shops during evening hours
- assisting students using shop equipment
- running various pieces of equipment (3D printers, MIG welders, etc.)
- teaching shop-specific workshops

Students working in the Shop SMITH designated role need to exhibit technical engineering knowledge relevant to the shop environment they would like to work in. Shop SMITH's are expected to be trained in safety protocols within the shop they are working and to maintain a safe workspace.

## **JOB DESCRIPTION**

### ***IDEA FORGE LEAD SMITH***

*Pay Rate: \$15.50/hour*

Each semester, the Idea Forge has one Lead Smith that is responsible for the coordination and organization of the other SMITH employees. The lead SMITH role has a prerequisite of working at Idea Forge a minimum of three semesters. In addition to performing all of the job duties of a Senior Smith, the Lead Smith has several additional responsibilities, including:

- Provides oversight to the entire student SMITH employee group
- Assists in the hiring of new SMITH employees
- Creates the work schedule for SMITH employees
- Training and onboarding of new SMITH employees

- Assigns tasks to SMITH employees based on knowledge and level of experience
- Sends timesheet reminders for the SMITH employee group
- liaison between Idea Forge Assistant Director and Senior/General Smiths

***Note: This position has a preferred prerequisite for hire of at least 3 semesters working as an Idea Forge SMITH employee***