# FWS Student Assistant Job Description

<table>
<thead>
<tr>
<th>Department:</th>
<th>Mechanical Engineering</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Jim Gutierrez</td>
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<tr>
<td>Job Title:</td>
<td>ME Student Assistant</td>
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<tr>
<td>Pay Level:</td>
<td>II</td>
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<tr>
<td>Working Hours:</td>
<td>8:00 am to 5:00 pm</td>
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<td>Hourly Pay Rate:</td>
<td>$9.00</td>
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**Job Summary (purpose or nature of work):**

Help with Lab set up, manufacturing assistance, general teaching assistance and grading assignments.

**Job Duties:**

1. Assist with Mechanical Engineering lab preparations and demonstrations
2. Develop solid models components to be manufactured using CNC machines
3. Review Haas CNC Vertical Milling Machine and Haas CNC Lath users manual to develop machining example
4. Demonstrate CNC machining examples
5. Assist with prototype design projects
6. Grad assignments as applicable

**Required (or Preferred) Skills, Knowledge, and Abilities:**

1. Mechanical Engineering student (preferred)
2. Attention to detail, ability to follow instruction and work independently
3. Preferred proficiency with Pro/Engineer or SolidWorks Computer Aided Design
4. Ability to learn safe usage of CNC machines, and other machine shop tools.

**Type of Supervision Required:**

- [ ] Direct Supervision - Student receives immediate, close and regular supervision
- [x] General Supervision -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student’s Signature: ___________________________ Date: ___________________________

Supervisor’s Signature: ___________________________ Date: ___________________________