Lab Assistant 1 Position--

Part time (12-15 hours/week) Lab Assistant 1 position is now open working in the School of Engineering's Nanoelectronics Research Facility. You will work with a dynamic team of engineers supporting one of the School's premier research laboratories. Work will be split about 50% between working in class 1000 clean room and in the office.

DUTIES:
- Assisting with inventory control and ordering.
- Gathering and summarizing monthly accounting data and entering data into a database program.
- Assisting in maintaining training records, sending out email and scheduling training sessions. Generation and collection of equipment log sheets.
- Assisting in chemical bath changing in the fume hood and making chemical waste label. Maintaining and cleaning the laboratories recording equipment parameters e.g. water level, gas pressures etc.
- Assisting in customer billing and mailings.
- Assisting in new customer setups: recording data, making badges, filing paperwork.

REQUIREMENTS:
- Computer proficiency in data entry, using email and web browser.
- Ability to follow strict cleanliness rules (wearing smock and boots) to work in cleanroom.
- Highly organized and neat to handle large volumes of paperwork.
- Good communication skills to interface with staff and student customers. Also must be able to clearly use the phone for ordering parts and obtaining information.
- Highly motivated to help improve management systems.
- Good math skills for data and accounting summary.
- Fast learner for checking highly specialized equipment.
- Neat professional appearance for working with customers.
- On-time.

Please send your resume to

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