UCLA School of Engineering
Listing Format

Required Information

Company Name: Electrical Engineering, UCLA

Listing Title: Lab Asstant

Job Type: Entry-level
(internship, entry-level, or experienced)

Desired Major(s): All majors

Location: 14-131A, Engineering IV, UCLA

Listing Deadline: no deadline
(mm,dd,yy or “no deadline”)

Job Start Date: 06,16, 2014
(mm,dd,yy)

Work Schedule: part-time
(part-time or full-time)

Should it be emphasized that candidates are authorized to work in the US? No
Job Description:

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 cleanroom and in the office.

**DUTIES:**
Handling and transporting hazardous chemical waste  
Cleaning and maintaining laboratory glassware, wardrobe, and environment  
Assisting with inventory control and ordering  
Understanding and enforcing laboratory protocols  
Generation and collection of equipment log sheets  
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:**
First- and Second-year student preferred  
Computer proficiency in data entry, using email and web browser  
Can carry at least a load of 25lb  
Basic chemistry laboratory knowledge (AP Chemistry Level in high school) preferred  
Ability to follow directions and protocols strictly (i.e. wearing smock and boots) and being punctual  
Highly organized and neat to handle large volumes of paperwork  
Good communication skills to interface with staff, students, and customers. Also must be able to clearly use the phone for ordering parts and obtaining information.  
Being self-motivated and proactive in maintaining the cleanliness and organization of the cleanroom environment  
Good math skills for data and accounting summary  
Fast learner for checking highly specialized equipment  
Neat professional appearance for working with customers

Please send your resume to
maxho@ee.ucla.edu
Max Ho  
Associate Development Engineer  
UCLA Nanoelectronic Research Facility  
420 Westwood Plaza  
14-131A Engineering IV Building  
Work (310)794-9329
**Recommended Information**

(Recommended information is valuable for match algorithms to help find the best suited applicants)

**Required GPA:** 2.00

(GPA to two decimal places)

**Recommended GPA:** 2.00

(GPA to two decimal places)

**Transcript on File:** Neither

(Required, recommended, or neither)

<table>
<thead>
<tr>
<th>Technical Skills</th>
<th>Required Years</th>
<th>Recommended Years</th>
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**Recommended Information Cont’d**

(Recommended information is valuable for match algorithms, helping you find the best suited applicants)

<table>
<thead>
<tr>
<th>Minimum Required Year In School:</th>
<th>Freshman</th>
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<tbody>
<tr>
<td>Min. Recommended Year In School:</td>
<td>Freshman</td>
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<tr>
<td>Compensation:</td>
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<tr>
<td>Pay Range:</td>
<td>10.50 and up per hour</td>
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<td>Relocation Stipend:</td>
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<td>(Yes or no)</td>
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<table>
<thead>
<tr>
<th>Recruiter Name:</th>
<th>Max Ho</th>
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<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:maxho@seas.ucla.edu">maxho@seas.ucla.edu</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>(310) 794 - 9329</td>
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