Required Information

Company Name: Electrical Engineering, UCLA

Listing Title: Lab Assistant

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, 17, 13
(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 eg 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:** 2.0  
(GPA to two decimal places)

**Recommended GPA:** 2.0  
(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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<td>Pay Range:</td>
<td>10.50 and up per hour</td>
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<td>Relocation Stipend:</td>
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#### Options:
- Freshmen
- Sophomore
- Junior
- Senior
- Bachelors
- Masters
- Pursuing Masters
- PhD
- Pursuing PhD

#### Recruiter Name: Max Ho

**Email:** maxho@ee.ucla.edu

**Phone:** (310) 794-9329