

Job Description: General assistant to work in lab. This assistant will help manage operations for EVSE building and maintenance. This assistant will have a wide range of responsibilities from communicating with machine shop and tracking inventory, to finalizing EVSE devices. The job will include the following duties:

- Assist with the purchase and tracking of inventory.
- Communicate with machine shop to ensure a proper supply of parts
- Intake inventory for EV charge boxes, including label, track and shelve all incoming parts and equipment
- Move boxes, organize and shelve parts and equipment
- Use spread sheet to track inventory and determine what purchases need to be made
- Help research parts and assist with purchasing
- Help assemble and finalize electrical devices
- Use heat gun to mark cables with shrink rap
- Report to senior staff members on related task assignments

Minimum job requirements:

- UCLA engineering student
- Ability to work at least 20 hours a week during summer and 15 hours per week during fall and winter session.
- Very organized and detail oriented with the ability to multi task
- Self motivated with the ability to accomplish tasks independently with minimum supervision
- Expert with spreadsheet
- Mechanical skills are a plus

Interested students should send their resume to: info@smartgrid.ucla.edu and we will be in contact.