

## **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**

[yousheng@seas.ucla.edu](mailto:yousheng@seas.ucla.edu)

You-Sheng (Wilson) Lin Ph.D

Senior Engineer

UCLA Nanoelectronic Research Facility

420 Westwood Plaza

14-131A Engineering IV Building

Work (310)206-8923

