

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 cleanroom 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 fumehood and making chemical waste label

Maintaining and cleaning the laboratories

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:

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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Max Ho

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