# UCLA School of Engineering
# Listing Format

UCLA ENGINEERING
Henry Samueli School of
Engineering and Applied Science

## Required Information

Company Name: Electrical Engineering, UCLA

Listing Title: Lab Assistant

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

Desired Major(s): All

Location: 14-131A, Engineering IV, UCLA

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

Job Start Date: 06,15,15
(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 (20-30 hours/week) Lab Assistant 1 position is now open working in the School of Engineering's Nanoelectronics Research Facility for Summer 2015. 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. The employment also has the potential of being extended into normal academic school quarters.

**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 required and (AP Chemistry Level in high school) hands-on lab experience 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@seas.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: 3.0

(GPA to two decimal places)

Transcript on File: neither

(Required, recommended, or neither)

| | Required Years | Recommended Years |
|---|---|---|
| Technical Skills: | | |
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## Recommended Information Cont'd

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

Minimum Required Year In School: Freshman

Min. Recommended Year In School: Freshman

Options:

| | |
|---|---|
| Freshmen | Pursuing Masters |
| Sophomore | Masters |
| Junior | Pursuing PhD |
| Senior | PhD |
| Bachelors | |

Compensation: Paid

(Paid, unpaid, or variable)

Pay Range: 10.50 and up per hour

Relocation Stipend: No

(Yes or no)

Recruiter Name: Max Ho

Email: maxho@seas.ucla.edu

Phone: ( 310 ) 794 – 9329