

Required Information

Company Name: Electrical Engineering, UCLA

Listing Title: Lab Assitant

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: 06,16, 2014

(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: 2.00

(GPA to two decimal places)

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(GPA to two decimal places)

Transcript on File: Neither

(Required, recommended, or neither)

Required Years Recommended Years

Technical Skills:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recommended Information Cont'd

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

Minimum Required

Year In School: Freshman

Options:

Freshmen Pursuing Masters

Sophomore Masters

Junior Pursuing PhD

Senior PhD

Bachelors

Min. Recommended

Year In School: Freshman

Compensation: Paid

(Paid, unpaid, or variable)

Pay Range: 10.50 and up per hour

Relocation Stipend: No

(Yes or no)

Recruiter Name: Max Ho *Max Ho*

Email: maxho@seas.ucla.edu

Phone: (310) 794 - 9329
