

## **JOB DESCRIPTION**

Department: Career & Technical Education

Job Title: CTE Shop Student Worker

### **Job Summary:**

We are seeking a motivated and hands-on student to join our CTE Department as a Shop Student Worker. In this role, you will gain practical experience in the industrial field, while contributing to the organization and maintenance of our facilities and equipment. This position is ideal for those looking to develop their skills and knowledge in the skilled trades.

Note: Federal work-study award is required to apply for this position. If you are unsure of your eligibility, please contact the Financial Aid Office in E101.

### **Description of Job Duties:**

- Assist with general cleaning and organizing of the shop and other areas within the facility.
- Maintain and perform routine checks on tools and equipment.
- Help to ensure a safe and efficient work environment by adhering to safety guidelines and procedures.
- Assist in providing customer service to students, staff and visitors.

### **Specific Experience and Skills Required:**

- Familiarity with tools and equipment.
- Responsible and able to follow directions.
- Computer skills in Microsoft Word, Outlook and Excel.

### **Licenses or Training Required:**

A valid driver's license is required for this position.

### **Hours Needed to Work:**

Flexible hours, to be determined in consultation with the supervisor.