

**Descriptor Term:**

**GFABU**

**JOB DESCRIPTION**

**ISSUE DATE: 04-08-2019**

**MOBILE FAB LAB PROGRAM FACILITATOR**

**REVISED: 02-10-2020**

**SUMMARY:**

The primary purpose of the Mobile Fab Lab Program Facilitator is to assist the Fab Lab Manager with the day-to-day operations of the Jackson County Mobile Fab Lab.

**ESSENTIAL FUNCTIONS:**

- Supervises and monitors Mobile Fab Lab Program Facilitator as well as Ambassadors using Fab Lab equipment.
- Transport and set up of Mobile Fab Lab and equipment.
- Answers telephone calls and provides information and assistance to the caller.
- Greets visitors that utilize the lab be it students or members of the general public.
- Monitors the visitors in the lab(s).
- Travels with the Fab Lab Manager or independently, in the mobile lab to community events.
- Maintains a list of visitors to the labs and submits monthly records of attendance or usage to the Fab Lab Manager.
- Assist in maintaining records and maintenance of Fab Lab Mobile unit.
- Other duties as assigned.

**The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.**

**REPORTING STRUCTURE:**

This position reports to the Fab Lab Manager.

**QUALIFICATION REQUIREMENTS:**

The requirements listed below are representative of the knowledge, skills and ability required to successfully perform the essential functions of this position.

**EDUCATION AND/OR EXPERIENCE:**

- Must possess an Associate Degree in a STEM related field or five (5) years work related experience.
- Proficient in common desktop applications (web browsing, Microsoft Office Suite, image editing).
- Familiarity with the digital design process.

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- Strong interpersonal skills as well as written and oral communication skills are essential for this position.
- Confidentiality, maturity, and professionalism at all times are essential for this position.

**LANGUAGE AND REASONING SKILLS:**

Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Must have demonstrated, through prior work experience, the ability to identify and resolve, in a courteous and professional manner, complex issues and problems while adhering to an appropriate policy and procedure.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is required to sit and stand for moderate periods of time and the ability to see and hear. Frequently, this position is required to walk, stoop, climb, and lift up to 50 pounds.

**WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position typically works in a well-lit, climate controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar shop/lab work hazards. However, there will be times when the temperature in the lab is higher than normal. The stress level for this position is moderate and the noise level for this position is moderate normally.

**TERMS OF EMPLOYMENT:**

Annual Salary: Based on the Mobile Fab Lab Program Facilitator Salary Scale

The employee in this position will work 200 days

May include weekends, evenings, and summer

This is a non-exempt position