2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: MENG 1 - Scientific Lab Assistant

DEPARTMENT NAME: Mechanical Engineering

CONTACT NAME: Vahid Ahsani

JOB DESCRIPTION:

The **Scientific Lab Assistant** helps the Manager of Laboratories (ML), Senior Scientific Assistants (SSA) and the Scientific Assistants (SA) in supporting faculty and students in the Mechanical Engineering Department. The student will help the lab and course instructors to upgrade the Mechanical Engineering technical labs. Also, the student will help the SSAs and SAs to run different labs offered in Fall 2024 and Spring 2025 terms. The position requires a technical skill set involving programming (in C, and NI LabVIEW), mechanical vibration, circuit assembly, troubleshooting, and good understanding of mechanics and electronics (Mechatronic Systems Design). Other duties may also include documenting installation and configuration of software applications and providing back-up to the Senior Program Analyst (SPA) in delivering IT and online services to faculty, staff and students within Mechanical Engineering Department.

QUALIFICATIONS:

• Preferably a senior student enrolled in the Mechanical Engineering or ECE program
• Demonstrated experience helping end users to use and understand computer hardware and software
• Excellent interpersonal and communication skills, both written and oral
• Ability to manage competing priorities and do multitasking
• Some knowledge of computer system operation environments, and applications including of Windows 10, Office 2016, Windows Software Update Service, Mechanical Engineering Software Applications
• Familiarity with online learning platforms (BrightSpaces)
• Having taken MECH 330 and MECH 458 is a strong asset
• Experience with 3D printing which could be used in some courses is an asset

JOB LOCATION ON-CAMPUS: Mechanical Engineering Department

WORK STUDY WAGE: $18.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $4.50/hour (plus 4% vacation pay)

HOURS AVAILABLE: 250

HOW TO APPLY: Cover Letter, Resume, and Transcript via email to:
Dr.Vahid Ahsani (mech.lab.manager@uvic.ca)

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php