

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: MENG1 - 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 Assistant (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 SSA and SA to run different labs offered in Fall 2021 and Spring 2022 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.

Duties:

- Support Mechanical Engineering ML, SSA, SPA, and SA in different areas when requested
- Actively participate in Mechatronics lab (MECH 458) with SSA and SA
- Actively participate in upgrading different labs as directed by the ML
- Modify existing laboratory materials to reflect updates
- Prepare documentation including IT procedures for installing and configuring engineering applications used by MENG
- Writing, testing, and troubleshooting codes in C and NI LabVIEW
- Perform diagnostic tests, review previous actions, guide clients to test/resolve issues, document and follow up to ensure incidents are resolved.
- Ensure clients (Faculty, Instructors, and Students) are able to utilize technology resources effectively and that technical issues, incidents and requests are handled within service standards.

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 Suite, 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: \$16.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$4.00/hour

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>