



2025-2026

## Work Study Position Description

3028 Lindbergh Ave. Bellingham, WA 98225 • (360)752-8351 • fax (360)752-7151 • FinAid@BTC.edu

Department: Instrumentation  
Position Title: Instructional Technician  
Bellingham Technical College  
Address: 3028 Lindbergh Ave. Bellingham, 98229  
Supervisor: Matt Ziels  
Supervisor Contact: mziels@btc.edu  
Site Supervisor: Ron Felix  
Site Supervisor Contact: rfelix@btc.edu

### Schedule Guidelines:

- Work Study employees may not exceed the wages and hours referenced in the referral.
- 15-minute break per 3+ hr shift
- After consecutive 5hrs, ½-hour lunch required
- Hours must be submitted and approved by supervisor by payroll deadlines
- Employment subject to continued eligibility
- See referral for additional details

### I. EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:

Students will have an opportunity in this position to utilize and expand on their technical skills and knowledge of electronics, and participate in the development and implementation of evaluative testing and maintenance procedures for components and equipment.

### II. SUMMARY OF JOB:

Assist with maintenance of laboratory preparation, set-up/take-down, materials and equipment. set up and take-down. Duties include taking inventory, labeling, testing, and repair of lab equipment and systems, as well as the construction of custom lab equipment. Materials and equipment include existing inventory and new acquisitions, including donated equipment.

**III. MINIMUM QUALIFICATIONS:**

Employee must have a basic working knowledge of electronic components and test equipment, basic hand and power tools, soldering and de-soldering, and the ability to research and learn new information and procedures. Qualified applicants will have the ability to work independently with specific directions and accurately document the work performed.

Must be organized, systematic and detail oriented. Awareness of safe work practices is essential.

Preference given to students currently in the Instrumentation program.

**IV. AVAILABILITY REQUIREMENTS OR EXPECTATIONS:**

Available M-F during typical college business hours 8-6. Schedule to be determined; 10 hrs per week.

**V. TYPICAL EQUIPMENT USED:**

Hand held, portable and bench test equipment, including but not limited to oscilloscopes, voltage, current and resistance meters, function generators, waveform analyzers, DC power supplies, standard hand and power tools such as screwdrivers, wrenches, drills.

**VI. PHYSICAL REQUIREMENTS:**

Sitting:	X	Walking:	X	Bend at waist:	X	Climbing Ladders Stairs:	X
Standing:	X	Crawling:	X	Kneeling/squatting:	X	Reach above shoulder:	X
Pushing/pulling:	X	Lifting (up to 50 lbs.):	X	Carrying:	X	Repetitive arm/hand movements:	X

**VII. ADDITIONAL NOTES:**

\*\*\*\*\*SFR Office Use Only\*\*\*\*\*

Job Title: Instructional Tech. Department: Instrumentation Rate of Pay: \$20.09/hour

Job Class Code: WS4787 Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460

**Compensation & Work Schedule:**

Effective 07.01.2025 the hourly pay rate is \$20.09.

Additional benefits include some paid sick leave in accordance with Washington State law and Initiative I-1433.

Sick leave is accrued at 1 hour for every 40 hours worked. Employee Assistance Program (EAP), a free counseling & referral program. Potential flexible schedule. No additional benefits.