



2026-2027 Work Study Position Description

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

Department: Electrician
Position Title: Work Study
Bellingham Technical College
Address: 3028 Lindbergh Ave. Bellingham, 98229

Supervisor: Mike Preuss
Supervisor Contact: 360 420 2034

Site Supervisor: Mike Preuss
Site Supervisor Contact: mpreuss@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:

Mastery of electrical material identification by organizing, tallying and labeling lab materials. Critical thinking by troubleshooting faulty equipment with a multimeter.

II. SUMMARY OF JOB:

This position is primarily to assist in organizing the two lab spaces. The electrician program deals with a huge amount and variety of building materials. These materials often find their way into odd, incorrect, unorganized, messy, inconvenient and generally unacceptable locations. The electrician program is looking for a self-motivated, self-starter who can find issues that need to be addressed, i.e., what is unorganized and where parts and building materials need to go. They need to be able to do this work independently and with minimal guidance from instructors. For example, spending a shift focused on machine screws, sorting through all the program fasteners separating bolts from nails from washers and identifying and organizing machine screws into their correct storage location by diameter, thread count and length.

III. MINIMUM QUALIFICATIONS:

Broad knowledge of electrical building materials. Washington State Labor and Industries electrical trainee license. Availability to work Monday through Friday, shifts to be determined based on quarterly schedule.

IV. AVAILABILITY REQUIREMENTS OR EXPECTATIONS:

Preferred current enrollment in Electrician Technology program; approximately 10 hours each week between the hours of 6:30-7:30AM, 11:00AM-12:00PM & 1:30PM-3:00PM. This position does not work during summer, winter or spring breaks.

V. TYPICAL EQUIPMENT USED:

Label maker, Multimeter, program specific hand and power tools.

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: Electrician Program Teaching Aide Department: Electrician Rate of Pay: \$ 19.72 /hour

Job Class Code: WS 4419 Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460

Compensation & Work Schedule:

Effective 07.01.2027 the hourly pay rate is 19.72.

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.