



2026-2027 Work Study Position Description

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

Department: Process Technology
Position Title: Shop Technician
Bellingham Technical College
Address: 3028 Lindbergh Ave. Bellingham, 98229

Supervisor: Brian Aries
Supervisor Contact: baries@btc.edu 360.969.1400

Site Supervisor: Brian Aries
Site Supervisor Contact: baries@btc.edu 360.969.1400

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:

This position supports Process Technology (PTEC) learning outcomes through hands-on work with lab-scale process equipment. The student will apply classroom concepts while practicing safe work habits and industrial standards. The student will gain experience in: Safety awareness, PPE use, and basic hazard recognition. Functional understanding of pumps, valves, heaters, and piping. Equipment inspection, basic testing, and reliability support. Lab and tool organization using 5S principles. This role prepares students for PTEC labs, internships, and entry-level process industry roles.

II. SUMMARY OF JOB:

Under instructor supervision, the work-study student supports PTEC instructional labs by assisting with equipment maintenance and organization.

Duties include: Supporting lab projects (including the Operator Training Platform build)
Organizing tools and materials
CBE course prep
Light equipment assembly
Assisting with testing and basic maintenance of pumps, valves, and process heaters
Supporting repair or build-out of lab-scale process units
Organizing labs and tool rooms using the department's 5S system
Cleaning and staging equipment for instructional use
General lab support

III. MINIMUM QUALIFICATIONS:

Basic knowledge of industrial process systems
Ability to read and interpret Safety Data Sheets and Piping and Instrumentation Diagrams
Familiarity with hand and power tools
Strong safety mindset and hazard awareness
Able to read and follow operating procedures

IV. AVAILABILITY REQUIREMENTS OR EXPECTATIONS:

Availability to work up to awarded work study hours each week
Schedule coordinated around class and lab commitments
Reliability and punctuality required

V. TYPICAL EQUIPMENT USED:

Hand tools and shop tools
Lab scale pumps, valves, heaters and piping systems
Cleaning and organization tools

VI. PHYSICAL REQUIREMENTS:

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

VII. ADDITIONAL NOTES:

Safety Training and PPE provided
Duties are educational in nature and aligned with PTEC learning outcomes

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

Job Title: Instructional Technician Department: Proces Technology Rate of Pay: \$ 20.61 /hour

Job Class Code: WS 4787 Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460

Compensation & Work Schedule:

Effective 10/12/2026 the hourly pay rate is 20.61.

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.