# 2021-2022 POSITION DESCRIPTION

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| **Department:** Machining<br><br>**Host Business**: Bellingham Technical College<br>**Address:** 3028 Lindbergh Ave<br>Bellingham WA, 98225<br>**Site Supervisor Phone:**(360) 752-8406<br>**Supervisor Phone: (**360) 752 - 8406 | **Schedule Guidelines:**<br>Work Study students may not exceed the award.<br>Most awards accommodate 10 hours per week dependent upon the student's Federal Budget.<br><br>10 minute break per 3+ hr shift. After 5hrs, ½-hour lunch required.<br><br>**Site Supervisor/Lead:** Jacen Johnson<br>Site Supervisor Signature: _____<br>**Supervisor:** Jacen Johnson<br>Supervisor Signature: _____ |

## I. SUMMARY OF JOB:

Tool, Equipment, Part organization, maintenance, inventory, labelling; perform preventative maintenance on lab equipment; Class/Lab assistance to instructors and peers; General class/lab set up & clean up; Project preparation.

## II. MINIMUM QUALIFICATIONS:

Program Instructional Technician Work Study position is for motivated, self-sufficient problem-solving students. Current enrollment in Machining program, and availability before and after class to work on a regular basis.

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

An increased understanding of the Machining program and the equipment, tools, parts required; Learn projects and shop organization; Develop critical thinking.

## IV. PHYSICAL REQUIREMENTS

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

**Typical Equipment Used:**

**********Financial Aid Office Use Only**********

Job Title: Teaching Aide Department: Machining Rate of Pay: $ 13.91/hr.
Job Class Code: WS 4419 WS FAPC: _____ Match FAPC: _____ Reimbursement Percent: _____
Work Study Administrator: Joy Hicks, jhicks@btc.edu, 360-752-8460