

**Student Employment Office Only**

\$14.00 per hour

**Department Only**

**Department:** School of Computer Science

**Campus:** Advanced Technology College

**Funding:** Federal Work Study (FWS)

**Hours Per Week:** Up to 20 hours per week

**Hourly Wage:** \$14.00 per hour

**Days Needed:** Monday through Friday (Flexible)

**Times Needed:** 8am – 7pm (Flexible)

**Contact:** Christian Bakalov

**Contact Info:** christian.bakalov@daytonastate.edu

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**Job Title:** **Electronics Technology Lab Assistant**

**Purpose of Job:** The Electronics Technology Lab Assistant supports instructors and students by maintaining laboratory equipment, preparing instructional materials, and ensuring a safe, efficient learning environment. The role involves technical setup, troubleshooting, inventory management, and providing hands-on assistance during lab activities

**Duties/Responsibilities:****Laboratory Support**

- Set up electronic lab benches, trainers, test equipment, and components prior to class sessions.
- Assist students with laboratory exercises involving circuits, instrumentation, microcontrollers, digital logic, and related technologies.
- Troubleshoot basic equipment and circuit issues to support student learning.
- Demonstrate proper use of lab instruments such as oscilloscopes, multimeters, signal generators, power supplies, and soldering tools.

**Equipment & Inventory Management**

- Maintain, organize, and track lab equipment, components, and supplies.
- Perform routine calibration, cleaning, and minor repairs of electronic instruments.
- Report damaged equipment and coordinate maintenance or replacement.
- Prepare and restock kits and consumables for lab activities.

**Safety & Compliance**

- Enforce laboratory safety rules and proper use of tools and equipment.
- Assist with maintaining compliance with institutional safety standards (ESD protocols, electrical

- safety, chemical handling for soldering, etc.).
- Ensure lab stations are clean and properly shut down after use.

#### **Instructional Assistance**

- Support instructors with lab preparation and instructional materials.
- Provide guidance to students during lab sessions, helping them understand procedures and technical concepts.
- Assist with grading practical labs, reports, or homework if assigned by the instructor.

#### **Administrative Duties**

- Track attendance during lab sessions when required.
- Help organize lab schedules and reservations.
- Assist with documentation, inventory logs, and check-out/check-in systems.

#### **Job Qualifications:**

##### **Required:**

- Coursework or degree in Electronics Technology, Electrical Engineering, or a related technical field.
- Hands-on experience with electronic circuits and test equipment.
- Basic troubleshooting skills in analog, digital, and microcontroller systems.

##### **Preferred:**

- Previous lab assistant, tutoring, or instructional support experience.
- Familiarity with PCB fabrication, soldering techniques, or embedded systems.
- Knowledge of safety protocols in electronics labs.

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#### **Essential Skills**

- Strong technical troubleshooting ability
- Communication and teamwork
- Attention to detail and organization
- Ability to explain technical concepts clearly
- Commitment to safety and procedural accuracy

#### **Requirements:**

- Resume