

IOWA STATE UNIVERSITY™

Student Innovation Center

Job Title

SICTR SW- Makerspace Assistant

Location

Digital Media Studio Makerspace

Employer

Student Innovation Center

Position Description

The Digital Media Studio Makerspace (Room 0141) within Iowa State University's Student Innovation Center is seeking a dynamic student employee to serve as a Digital Media Studio Makerspace Assistant.

The Digital Media Studio Makerspace is an exciting, hands-on environment where students can put their creativity into motion, collaborate on video, photo, podcasting, and music projects. As a Digital Media Studio Makerspace Assistant, you will play an important role in facilitating a safe, creative, and innovative environment for users. You will assist in equipment setup, teaching basic use of the various makerspace equipment including cameras, podcast studio, audio board and mixer, and editing software. You will assist in day-to-day functions of the space as well as special projects or events, where you may be asked to shoot and edit photos and video. You will be tasked with ensuring a welcoming, efficient and safe environment for all makerspace users.

In becoming a Digital Media Studio Makerspace assistant, you will become a key part of the Student Innovation Center and Iowa State's mission to create a collaborative environment that enables innovation and encourages students to think creatively. You will assist makerspace supervisors in daily tasks, ensuring equipment is operational and helping users create. You will grow in your knowledge by learning from professionals and peers, as well as build interpersonal skills that will set you up for success in your professional career.

Required Qualifications

- Students must be enrolled full-time at Iowa State University and in good academic standing.
- Must have authorization to work in the United States.
- Must be reliable, timely, and willing to communicate with supervisors, fellow student employees, as well as visitors and guests.

Preferred Qualifications

- Familiarity or hands-on experience with tools and equipment used in the Digital Media Studio
- Some experience with Adobe Suite or DaVinci
- Strong interpersonal and communication skills.
- A proactive and solution-oriented attitude.
- Demonstrated creativity and a passion for innovation and making.
- Ability to work both independently and as part of a team.
- Be able to work 10-15 hours per week including evening and weekend hours (limited to 20 hours or less per week when classes are in session).

Primary Responsibilities and Expectations:

- Educate and assist users in learning and understanding the basic functions of the various equipment in the makerspace (e.g., cameras, editing software, audio boards, etc.)
- Answer user questions and provide troubleshooting assistance to users as needed.
- Enforce safety standards within the makerspace, ensuring that all users follow proper procedures and guidelines.
- Regularly monitor the space to maintain a safe and organized environment.
- Ensure proper usage and safe operation of equipment.
- Perform routine checks and basic upkeep on equipment to ensure it remains in working order.
- Report any equipment malfunctions or issues to the supervisor and assist with minor repairs if necessary.
- Provide coverage and ensure smooth operation of the space during periods of supervisor absence, addressing any user concerns or questions.
- Support the facilitation of trainings, ensuring all equipment and materials that are needed for the trainings are prepared and available.
- Assist with any other tasks as needed to support the operation and success of the Student Innovation Center. (ie. events, activities, tours)

Compensation

- Makerspace Assistants start at \$14 per hour, with the potential to earn up to \$16 per hour through experience and strong performance.

Application Process:

1) Submit an online application through [CyHire](#). Applications close April 3, 2025 at 11:59pm.

a) Be ready to upload your:

- Resume

- A paragraph describing your interest in this particular position and highlighting your applicable experiences.

2) Receive an invitation to schedule an interview to meet Electronics, Textiles, and 3D Printing Makerspace Staff.

Contact Information:

Jon Schaeffer, Manager Media Production, jmschaef@iastate.edu

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