

York University
Position Description – YUSA-2

Position Title:	Technology Coordinator	Employment Category:	Part-Time (up to 24hrs)
Department:	Office of the Dean	Job Code:	956724
Classification:	Technical	Band:	5

Job Purpose:

The Technology Coordinator provides administrative, operational, and technical support for the Makerspace, a pan-faculty studio for digital fabrication, in the Office of the Dean department, under the direction of the Manager, Facilities, Health & Safety, and Technical Services.

Major Areas of Responsibility:

Equipment and Lab Support - 40%

- Track consumables and report on equipment and supplies for planning and budgetary purposes.
- Ensure the Makerspace and ancillary equipment spaces are supervised, and equipment and materials are maintained, tracked and protected.
- Perform preventive maintenance to and make minor repairs on machinery and equipment as needed. Arrange with external vendors for repairs that cannot be done internally, and provide additional maintenance and coordinate maintenance as needed, to keep the equipment working and Makerspace clean.
- Monitor Open Lab time for students and provide competency and safety instruction in the use of prototyping equipment and various manufacturing techniques.

Administrative Support - 30%

- Support and assist faculty and students in projects and course work in the Makerspace.
- Prepare lab equipment, supplies and set-ups for demos, monthly activities, workshops and Pop Ups.
- Identify course needs to purchase and integrate new equipment.

Operational Support - 25%

- Consolidate and organize faculty-based equipment, such as 3D printers, laser cutters, desktop hardware, software, materials and accessories.
- Assist in the purchase and testing of new equipment and software.
- Work with AMPD Computing to design and implement a cost recovery system for consumables.

Perform other related duties as required. Not to exceed 5%

Job Qualification and Related Skill Requirements:

Education:

Completion of college diploma or degree in an arts program or related field.

Experience:

Minimum of one year experience in operating, maintaining, and providing training with technical equipment in a digital fabrication studio.

Skills:

- Ability to provide instruction and support others in developing knowledge or skills.
- Ability to work independently and in a team environment.
- Ability to learn and use a variety of computer applications and software.
- Knowledge of CAD, CAM and 3D design software.

- Knowledge of rapid prototyping (e.g. Laser Cutter, 3D printer).
- Knowledge of digital platforms and networking systems (Mac OS, Apple products, Chrome/google etc.)
- Knowledge of Adobe Creative Suite and digital printing technologies.