



# POSITION DESCRIPTION

**Department:** Library

**Working Title:** Makerspace Specialist

**Job Code:** 0420

**Time Base:** Full-time

**Position Number:** 00000862

**Union / Unit (if applicable):** California State University Employees Union (CSUEU) / Unit 9

**Position Reports To:** Associate Dean

**Classification:** ITC – Foundation Level

**Range Code:** 1

**Exempt or Non-Exempt:** Non-Exempt

**Last Update:** 06.13.22

## PURPOSE OF POSITION:

Under the direction of the Head of Library Technology Initiatives and Development (LTID) and the Associate Dean, the incumbent is responsible for working closely with the LTID team and User Services Department to develop, implement, and oversee activities in the library makerspace collaborate with key stakeholders in planning, organizing, and conducting programming; coordinate the training and scheduling of student employees; and provide Media service desk support when needed. Works closely with colleagues in the overall Media and Makerspace service area.

## MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Makerspace Technology Implementation	30%
2. Makerspace and Service Point Operations	40%
3. Customer support and User Education	25%
4. Library-Wide Committees and Task Forces	5%

## LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. **Makerspace Technology Implementation**
  - a. Research and recommend new makerspace technology equipment, software, and consumable supplies.
  - b. Provide recommendations for setup, maintenance, configuration, and upgrading of makerspace technology.
  - c. Configure and deploy newly acquired makerspace technology.
  - d. Develop and implement policies related to makerspace operations in consultation with Library and campus stakeholders.
2. **Makerspace and Service Point Operations**
  - a. Ensure the University Library makerspace is an exceptional learning space meeting the highest standards of cleanliness and safety.
  - b. Manage administrative tasks related to repair and maintenance of equipment as well as equipment acquisition, supplies purchasing, and inventory.
  - c. Create and update makerspace operational documentation for both internal and external audiences.
  - d. Develop, promote, and ensure compliance with the rules and policies of the space.
  - e. Collect, compile, and organize statistics relating to makerspace usage and demographics including course enrollments.
  - f. Create and coordinate the makerspace schedule: oversee scheduling of workshops, classes, and open sessions.
  - g. Monitor equipment to ensure high availability, diagnose problems, provide first-tier troubleshooting, and coordinate repairs with LTID, IITS, and vendor personnel as needed.
  - h. Provide training for Library staff, and faculty, and students to provide makerspace support.
  - i. In conjunction with the Head of LTID, prepares makerspace budget recommendations for Library Administration on a semesterly basis and monitors budget expenditures of budget allocation.
  - j. Manages makerspace supply budget, orders, and stocks makerspace supplies on an ongoing basis.
  - k. Circulate CSUSM library materials, Library Reserves, Interlibrary Loan, and CSU+ items and equipment to the campus community and other borrowers.

- l. Provide independent oversight of the Makerspace and Media Library Desk operations during the regular academic semester.
  - m. Answer directional and informational questions, referring users to the appropriate resource within the University Library or other areas on campus.
  - n. Triage and refer user issues relating to circulation activities, Library user records, bibliographic records, and patron holds.
  - o. Provide supervision of student employees working Makerspace and Media Library Desk.
  - p. Open and close building as needed based on Makerspace and Media Library schedule.
  - q. Report building and/or security issues to the University Police Department, other appropriate departments and copy User Services leads and Associate Dean.
  - r. Monitor the User Services online chat service as scheduled and/or needed.
3. **Customer Support and User Education**
- a. Contribute to student success and engaged learning by providing multimedia equipment and software application technical assistance and guidance in the makerspace and through individualized consultation sessions to library patrons.
  - b. Assist scheduled and walk-in users with the use of makerspace technology.
  - c. Assist patrons with the creation of various multimedia, programming, electronic, and physical projects.
  - d. Collaborate with staff and faculty to develop documentation, videos, or other support materials.
  - e. Create a repository of tutorials on using makerspace equipment.
  - f. Assist in development of educational programming, including teaching and testing of curricular materials.
  - g. Design and produce hands-on interactive demonstrations of makerspace technology and projects for use in education and outreach.
  - h. Collaborate with the Communications & Marketing Specialist to create outreach and promotional materials to raise awareness of the makerspace.
  - i. Collaborate with staff and faculty to implement educational programming for special events.
4. **Library-Wide Committees and Task Forces**
- a. Serve on Library taskforces and committees as needed.

**PROVIDES LEAD DIRECTION OF OTHERS**

- a. Provide some task-level direction for LTID and User Services Student Assistants. (10% distributed across categories 1-3 of major responsibilities)

**REQUIREMENTS OF POSITION:**

1. **Education and experience required**
- a. Bachelor's degree or an equivalent combination of education and experience, preferably concentrated in engineering, computer science, arts, and/or media fields.
  - b. Preferences
    - i. Experience with and/or knowledge of making and crafting technologies and best practices, such as woodworking, textile design, and/or intermediate electronics (circuit boards, Arduinos/Raspberry Pi, IoT devices, etc.)
    - ii. Experience with and/or knowledge of makerspace fabrication devices, such as 3D printers, laser cutters, vinyl cutters, and soldering stations.
    - iii. Ability to deliver training and instruction to users of differing experience levels and cultural backgrounds.
    - iv. Prior experience in an educational or library setting, preferably in higher education.
2. **Knowledge, skills, and abilities required for this position**
- a. Experience in makerspace-based design and fabrication using a range of materials and tools.
  - b. Knowledge of making and crafting technologies and best practices, such as woodworking, textile design, and/or intermediate electronics (circuit boards, Arduinos/Raspberry Pi, IoT devices, etc.)
  - c. Ability to set up, operate, and maintain makerspace fabrication devices, such as 3D printers, laser cutters, vinyl cutters, and soldering stations.
  - d. Experience in a makerspace designed for educational or community environments.

- e. Experience creating and maintaining supply and operational budgets.
  - f. Demonstrated ability to quickly learn and use new skills and tools.
  - g. Ability to document clearly and concisely.
  - h. Strong written, verbal and listening skills to communicate effectively with both technical and non-technical users.
  - i. Willingness to learn and adapt to a rapidly changing work environment
  - j. Demonstrated ability to establish and maintain effective working relationships with others.
  - k. Demonstrated ability to work effectively as a member of a team.
  - l. Demonstrated ability to independently identify issues and propose solutions.
  - m. Demonstrated ability to effectively organize work to meet deadlines.
  - n. Demonstrated ability to plan and manage projects.
  - o. Demonstrated commitment to fostering a diverse, inclusive, and equitable educational environment and workplace and an ability to work effectively with a diverse faculty, staff, and student population.
3. **Machines, tools, equipment, and motor vehicles used in the performance of the duties**
- a. Computers, servers, printers, monitors and other computer peripherals, productivity software, security applications and operating systems
  - b. Makerspace equipment in a learning lab and classroom environments
  - c. Electric service vehicles, trucks, and cars
4. **Unique working conditions**
- a. Makerspace environment with standard design and maker fabrication equipment and tasks. Position requires ability to navigate maker environment and operate makerspace equipment. May require travel between campus offices and off-campus locations.
5. **Other Employment Requirements**
- a. This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
  - b. This position is required to complete the CSU's Discrimination Harassment Prevention Program for Supervisors and/or Leads.
  - c. This position is required to complete Sexual Harassment Prevention training "EDU Supervisor: Anti-Harassment, Discrimination, Retaliation."

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:**

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Library Administration	Weekly
Library Faculty and Staff	Daily
Software and Equipment Vendors	As Needed
Students	Daily

**PHYSICAL EFFORT:**

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

**PHYSICAL EFFORT**

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Sitting					x
2. Standing		x			
3. Walking		x			
4. Bending Over	x				
5. Crawling	x				
6. Climbing	x				
7. Reaching overhead	x				
8. Crouching	x				
9. Kneeling	x				
10. Balancing	x				
11. Pushing or pulling	x				

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying		x			
A. 10 lbs or less		x			
B. 11 to 25 lbs		x			
C. 26 to 50 lbs		x			
D. 51 to 75 lbs	x				
E. 76 to 100 lbs	x				
F. Over 100 lbs	x				
13. Repetitive use of hands/arms					x
14. Repetitive use of legs		x			
15. Eye/hand coordination					x

Yes	No
	x
x	
	x

**MENTAL EFFORT**

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing others		x			
2. Writing			x		
3. Using math/calculations		x			
4. Talking			x		
5. Working at various tempos			x		
6. Concentrating amid distractions			x		
7. Remembering names			x		
8. Remembering details				x	
9. Making decisions			x		
10. Working rapidly			x		
11. Examining/observing details				x	
12. Discriminating colors		x			

**ENVIRONMENTAL FACTORS**

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside					x
2. Outside	x				
3. Humid	x				
4. Hazards		x			
5. High places	x				
6. Hot	x				
7. Cold	x				
8. Dry	x				
9. Wet	x				
10. Change of temp	x				
11. Dirty	x				
12. Dusty	x				
13. Odors		x			
14. Noisy		x			
15. Working w/others				x	
16. Working around others				x	
17. Working alone		x			

## SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee, the supervisor's signature, and all pertinent administrative personnel.

### Employee

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Appropriate Administrator (MPP)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Dean/Department Head/Director/AVP (optional)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_