



University Staff Position Description Form

Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:					PU
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	RANGE/ GRADE CODE	APP. BY C&C	DATE
Instructional Support Technician I	1615	8	1	VC	09/03/2024

1. POSITION INFORMATION

Employee: _____ Department: University Library

Current Classification: Instructional Support Technician I Working Title: Makerspace Technician

Time Base: F.T. P.T. _____ % Other _____ FLSA Status: EX NE

Position Provides Lead Work Direction To:

Classification: Student Assistants Qty: 6 FTE: _____

Classification: _____ Qty: _____ FTE: _____

Classification: _____ Qty: _____ FTE: _____

Name & Title of Work Lead (if any): Preston Tobery, Instructional Support Technician II - Makerspace

Name & Title of Appropriate Administrator: Erik Beck, Head Library Systems & Information Technology Services

Name & Title of Dean/Manager (MPP): David Gibbs, Associate Dean, Collections & Discovery

2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting: New Position Replacement Position, former incumbent: April Porterfield

Update Position Description Only:

NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be signed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days prior to Effective Date.

Effective Date: _____

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Employee: _____ Date: _____

Appropriate Administrator: *[Signature]* Date: Sep 3, 2024

Dean/Manager (MPP): *[Signature]* Date: Sep 3, 2024

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4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. Classification standards can be found at <http://www.calstate.edu/HRAdm/Classification/index.shtml>.)

Knowledges and Abilities:

Knowledge of principles of providing support services; knowledge of the common principles, methods, and techniques related to the discipline; knowledge of the materials, supplies and equipment and their uses related to the discipline.

Ability to evaluate the materials and supplies used; ability to learn to adjust and make minor repairs on scientific equipment; ability to operate scientific or highly technical equipment and to interpret results; ability to plan activities and prepare schedules; ability to use methods, techniques and skills related to the discipline in preparing specialized materials.

Experience:

Equivalent to two years of experience providing instructional support services for a unit or discipline, acting as a student assistant, or in producing materials or supplies related to the discipline.

or

Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area to which assigned may be substituted for one year of the required experience.

or

Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a related discipline may be substituted for the experience.

5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

1. Experience with digital fabrications and/or crafting.
2. Ability to research and learn new technologies.
3. Excellent communication and interpersonal skills to effectively engage and inspire students
4. Ability to experiment with new tools and techniques.
5. Experience writing tutorials and technical documentation.
6. Ability to manage multiple projects and student groups simultaneously.
7. Strong critical thinking skills demonstrated through technical problem-solving.
8. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community

Conditions of Employment:

- Ability to successfully pass a background check.

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Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

9. Familiarity with laser cutters, CNC machines, 3D printers, sewing/embroidery machines and virtual reality/augmented reality devices and software.
10. Experience with creating textile arts and crafts.
11. Familiarity with CAD for drawing and modeling in three-dimensional space.
12. Experience editing and/or illustrating vector graphic images.
13. Ability to edit and create video content.
14. Experience training others to perform multi-step tasks.

6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

The Sacramento State University library seeks a technician to help operate its makerspace, the StingerStudio (<https://library.csus.edu/makerspace>). This position supports the Instructional Support Technician II who is responsible for overseeing the makerspace service. Duties include customer service to StingerStudio visitors, offering training on maker equipment, consulting on projects, researching new technologies and methodologies, keeping the unit in safe and good order and providing lead work direction to student assistants. This position works flexible hours. Working some evenings and a weekend day during semesters. During breaks work may flex back to Mon-Fri 8-5.

7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
30%	Daily	Customer Service and training <ul style="list-style-type: none"> • Perform reception duties for walk-in makerspace customers • Assist in use of makerspace tools and equipment • Deliver tours of makerspace • Enforce makerspace rules of use and code of conduct • Provide project consultation and aid with project planning • Aid users with problem-solving and technical issues • Conduct communications with patrons via email, phone
20%	Daily	Facility Maintenance <ul style="list-style-type: none"> • Open and close facility at appointed times and dates

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20%	Daily	<ul style="list-style-type: none"> Monitor use of space to ensure safety and accessibility Clean and organize makerspace and storage spaces Clean and repair equipment Maintain records of equipment usage and moderate usage Track inventory and order supplies <p>Student Assistant Supervision</p> <ul style="list-style-type: none"> Lead daily work of student assistants and volunteers Train and mentor student assistants Maintain work schedule for student assistants Collaborate with teammates via email, Teams, and phone communication
15%	Weekly	<p>Instruction Support and Training</p> <ul style="list-style-type: none"> Train users of the makerspace to operate tools and equipment Develop workshops and lesson plans Assist with classes Deliver instruction regarding use of equipment Curriculum planning with instructors Aiding students with class assignments
10%	Weekly	<p>Publicity and Social Media</p> <ul style="list-style-type: none"> Help with communication, signage, web page update language Provide content for social media Attending public events and tabling at events

8. MARGINAL FUNCTIONS OF THE POSITION

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
5%	Monthly	Other Duties as Assigned

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

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This position provides lead work direction to part-time student assistants.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

Troubleshooting maker equipment. Providing consultation on patron projects.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

Primarily student, faculty, and staff users of the space.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	F	Direct others	O	Is exposed to excessive noise
F	Stand	F	Concentrate	F	Is around moving machinery
F	Walk	F	Analyze	O	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic	F	Is exposed to dust, fumes, gases, radiation, microwave (circle)
F	Bend	F	Demonstrate recall	N	Drives motorized equipment
C	Climb	F	Make decisions	O	Works in confined quarters
F	Reach	F	Works rapidly	N	Works in high places
F	Kneel	F	Handle multiple tasks/priorities		Other:
F	Push/Pull	F	Tolerate variety		
F	Have gross hand coordination	F	Work with others		
F	Have fine hand coordination		Other:		
F	Hear with background noise				
F	Hear the spoken word				
C	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				
F	See to accomplish a task				
F	Talk				
F	Communicate				
C	Lift: <u>40</u> lbs. max				
C	Carry: <u>40</u> lbs. max				
F	Operate equipment				
F	Perform keyboard entry				
F	Other: Thread sewing machine				

11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY

PROJECT COORDINATION/LEAD RESPONSIBILITIES

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Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used