Position Title: Alley Makerspace Student Operations Manager
Department: Husky Innovate, Pavlis Honors College (PHC)
Supervisor: Lisa Casper, Husky Innovate Program Manager
Commitment: 5-10 hours/week; Spring 2022 (onboarding), Fall 2022, Spring 2023 (training new hire)
Compensation: $10 per hour

Position Description Summary:

Husky Innovate seeks an innovative, responsible, and motivated maker to join the Husky Innovate, Pavlis Honors College, team as an Alley Makerspace Student Operations Manager. This individual will be responsible for the safe operations of the Alley Makerspace, an inclusive space that is open to all Michigan Tech students. This individual will set safety guidelines and standards for makers and coaches. They will plan, communicate, and market make-night events. They will lead equipment training sessions for maker coaches and makers to help makers grow their making skills and confidence. The Alley Makerspace Student Operations Manager will represent the makerspace to the larger campus community by facilitating faculty and staff use of the space. They will review and approve requests to use the space. When events are planned, they will make sure the prototyping carts are stocked with materials and the space prepped as needed. The individual in this role will help Husky Innovate administration to plan and strategize ways to support diversity, equity, and inclusion (DEI), and the innovativeness and creativity of makers.

Essential Duties & Requirements (other duties may be assigned)

1. Maintain two-way communication with the Husky Innovate Program Manager while Michigan Tech is in session:
   - Check email daily
   - Meet regularly with the Husky Innovate Program Manager
   - Use a shared drive to provide updates with the Husky Innovate Program Manager

2. Develop, communicate, implement, and follow safety guidelines in collaboration with the Husky Innovate Program Manager as well as the Safety Audit Team.

3. Communicate norms, culture, and safety requirements to volunteer coaches and makers about the following:
   - Reset policy
   - Safety
   - Rules of the space
   - Quick reference guides
   - Equipment standard operating procedures (SOPs)
   - Diversity, equity, and inclusion (DEI)

4. Financial responsibilities:
- Purchase items in coordination with the Husky Innovate Program Manager
- Track and maintain the budget using a Google sheet shared with the Husky Innovate Program Manager

5. Materials and planning stocking:
   - Review supply stocks and place orders when needed
   - Respond to requests from team leads and coaches

6. Events planning:
   - Coordinate with people who want to use the space
   - Purchase items necessary for events
   - Ensure that events are staffed with enough coaches
   - Ensure that events are scheduled on the Alley Makerspace calendar

7. Cleaning:
   - Ensure that floors, tables, and stools are swept or brushed off on a regular basis
   - Ensure that tools are put away and the space is reset properly
   - Schedule dry mop at the end of the semester

8. Makerspace coach volunteers:
   - Delegate responsibilities to coaches
   - Run coaches’ meetings
   - Schedule, promote, and lead new coach training each semester
   - Schedule operations training for current coaches each semester
   - Send out Google calendar invites for shifts

9. Digital Communication:
   - Maintain website updates
   - Maintain Heroku app; track use of space
   - Communicate with makers using Email and Discord

10. Continuous Improvement
    - Develop and implement a safety plan
    - Develop an ordering system to replenish supplies

11. Curate make-night events and equipment-training events, and run these events
    - Advertise events and collaborate with the Husky Innovate Program Manager to promote these campus-wide

**Required Education and Equipment (minimum requirements):**

- Must be a student enrolled at Michigan Technological University
- Must be trained as a maker coach
● Must have a working laptop

**Required Knowledge, Skills, and/or Abilities (minimum requirements):**
- Strong communication skills
- Strong organizational skills
- Good interpersonal and relationship-building skills
- Ability to self-motivate, pay attention to details, apply sound judgment, work autonomously, and work as part of a team
- Ability to foster a culture of respect and safety in the makerspace environment

**Desired Knowledge, Skills and/or Abilities:**
- Member of the student organization the Makers Guild
- Ability to engage in and direct collaborative efforts