



## Federal Work Study Position Description

**Position Title:**

Automotive Work Study

**Supervisor Name:**

Roy Jennings

**Department:**

Automotive Systems Technology

**Supervisor Phone Number:**

828.726.2384

**Physical Job Location (room/building):**

TAPS Campus Building C

**Approximate Hours Per Week:**

10 Hours

### Position Requirements

Applicant must have general shop knowledge and be able to work with basic hand tools. The key applicant will have the ability to lift 50 lbs. and work independently under minimal supervision. Basic mechanical skills and safety knowledge related to a shop environment are critical for this position

### Primary Job Duties

Daily tasks include organizing tool boards in stalls notifying the director of any missing or broken tools, cleaning sections of the shop floor to have completed the entire shop at the end of each week, Check chemical cabinets and replenish as needed, maintain shop equipment.

Projects: Organize items in bins at back of tool room, Organize specialty tools, Sort and organize automotive teaching parts and systems on shelves upstairs, Build automotive trainers as needed.

On an as needed basis: Filing, Straighten and organize the automotive library, assist and aid instructors in setting up lab sessions, Prepare cars for lab projects, Charge automotive batteries and cycle inventory on trickle charger,