

MODEL SHOP COORDINATOR

Florida A&M University
School of Architecture Engineering Technology

Job Description

OVERVIEW

The primary purpose of this position is to oversee Model Shop and coordinate its use with SAET administrators, faculty, and students. Much of the activities of the Shop are instructional in nature. The Model Shop is a vital resource enabling students to fabricate and represent design solutions.

The Model Shop Coordinator reports to the IT Director and Associate Dean.

DUTIES

1. Management of resources:

- a. Maintain and monitor the shop's tools, equipment, and facilities.
- b. Monitor inventory of materials for the shop and fab labs and report to IT Director.
- c. Submit requisitions to the IT Director for new tools and equipment.
- d. Submit work orders for repairs to the IT Director.

2. Instruction:

- a. Manage printing and all work executed in the SAET Digital Fab Lab.
- b. Schedule orientation sessions for faculty and students.
- c. Instruct in the safe and proper use of equipment and materials relating to the construction of 3D design wood and metal projects.
- d. Construction Lab supervisor & instructor.
- e. Varied levels of fabrication.
- f. Support professors in assisting execution of student projects.
- g. Supervise and monitor all students assigned to area.

3. Other Administrative Assignments:

- a. Recommend furniture purchases.
- b. Design, construction, and maintenance of studio desk.
- c. Design, construction, and maintenance of display systems to show student work.
- d. SAET FAMU Homecoming Co-Director.

4. Provide SAET and University Service:

- a. SAET Directors.
- b. University Technology Committee.