JobShop
Job Description

Job Title:	Design Studio / Workshop Assistants	Grade: Jobshop	Spinal point: SP2
Faculty/Department:	Faculty of Architecture, Computing and Humanities	Location/Campus of Work:	Greenwich, Stockwell Street
Role reports to:	Design Support Team Leader		
Direct Reports	Studio managers, other student workers, student and staff end users		
Indirect Reports:			
Other Key contacts:	Employees across the University		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

- Assist in Stockwell Street Design Studios with both general studio activities such as arranging furniture and preparing equipment for teaching.

- IT related tasks such as refilling plotters, setting up AV equipment and dealing with basic queries about computer software / printing / AV facilities.

- Help in workshop with laser cutting, 3d printing, CNC lathe

KEY RESPONSIBILITIES:

Team Specific:

- With other student assistants, prepare areas for studio related activities and assist in ensuring staff and students have the equipment needed for their sessions

Generic: Managing Self

- Assisting students with specific University systems for large format scanning / printing / plotting and related accounting systems.

Core Requirements:

- Move equipment such as tables, presenter screens to required locations.
  IT help; architecture / 3d / design / video software
- Assisting with plotting / printing queries and problems
- Adhere to and promote the University's policies on Equality and Diversity and Information Security;

- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirement:

- Operate workshop laser cutters, 3d printers, CNC machines
- Creating easy to understand guides and notices for display
- Produce and put up posters for events and exhibitions
- Offer lighting and technical support to those using the photography studio

PERSON SPECIFICATION	
Essential:	**Desirable:**
Skills • Knowledge of the setups and requirements of design courses • Knowledge of 2D and 3D design packages • Ability to proactively organise layouts for tutorials, classes, crit sessions etc.	**Skills** • Software knowledge; architecture / 3d / design / video software • Also specific University systems for large format scanning / printing / plotting and related accounting systems.
Experience • Familiarity with large format plotters; sheet plotter; self-feed printers	**Experience** • Use of laser cutters, vinyl cutters and computer operated workshop machines • Use of tungsten & flash photo studio lighting
Qualifications • Background in studio / design related activities • Undertaking Design related qualification	**Qualifications** • Design related qualification
Personal attributes • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity	**Personal attributes** • N/A