



*Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.*

**Job Title: Engineering Technician or Machinist or Staff Engineer**

**Classification:** Non-exempt

**Reports To:** Hank Yochum

**Job Summary/Objective:** Support students and faculty using the engineering program machine shop.

**Position Type/Expected Work Hours:** Part time, some evening hours

**Supervisory Responsibilities:**

- None

**Essential Responsibilities:**

- Maintain and upgrade equipment in engineering machine shop (CNC mill, lathe, band saw, 3d printers, etc.) and other laboratories.
- Ability to troubleshoot lab equipment
- Provide short workshops for shop tools for students and faculty
- Provide safety training to students
- Assure a safe environment for the machine shop
- Keep the shop modern and well utilized.
- Assist and mentor students as they design and construct mechanical devices.
- Specify, purchase, and organize tools and supplies for engineering machine shop and laboratories.
- Hold evening machine shop hours for students.

**Required Qualifications:**

- Excellent machine shop skills.
- A desire to mentor engineering students and to help them develop "hands-on" technical skills.
- Ability to work with a range of student shop abilities.

**Preferred Qualifications:**

- Experience working in an industrial or academic environment as a technician, mechanic, machinist, or engineer.

**Work Environment:**

*Sweet Briar College Job Description*

- Loud noise environment

**Physical Demands:**

- Stand for extended periods
- Periodically lift objects over 40 pounds

**Travel: None**

**Deadline for Submission:** Open until filled. Review of applications will begin immediately.

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**How to Apply:** If applying for a faculty or staff position, please submit a [Sweet Briar College employment application](#), cover letter, résumé and three professional references to [engineer-tech@sb.edu](mailto:engineer-tech@sb.edu).