FARMINGTON HILLS
Michigan

JOB OPENING

JOB TITLE	**Makerspace Assistant**
POSTING DATE	January 06, 2025
CLOSING DATE	**Open until filled**
DEPARTMENT/DIVISION	Special Services/Hawk
EMPLOYMENT STATUS	Part-Time
START DATE & WORK SCHEDULE	**ASAP** Depending on availability: 5-20 hours per week, flexible hours Tuesday-Sunday, AM-PM shifts, as needed.
SALARY	$ 13.50-$15.50/ hr.
PREVIOUS WORK EXPERIENCE	Interest in and experience in the arts preferred, Clerical and customer service experience required. Manual labor is required for this position.
EDUCATION:	High School graduate or equivalent preferred.
SPECIAL SKILLS & TRAINING	Challenge yourself and push your skills in an exciting and fast-paced job at the Hawk Makerspace. Makerspace staff are a core element in building and maintaining a culture of inclusion, creativity, innovation, and discovery for our users. This is a detail-oriented position requiring the ability to multi-task and work with a variety of staff and volunteers. Must work well individually and as part of a team. Proficiency in Microsoft Office Suit preferred. Skilled at public contact over the phone and in person. Excellent verbal and written communication skills. Experience meeting deadlines and maintaining electronic and paper record-keeping systems. This position requires the ability to lift more than 50 lbs.
BASIC RESPONSIBILITIES	Assist Cultural Arts Makerspace staff with program and passholder needs such as greeting pass holders and students; passholder check-in general clerical duties; data entry including, but not limited to class registration and passholder renewals; answering and returning phone calls; maintaining a clean and welcoming entrance to the Makerspace. Other duties as assigned.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application. Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest to Human Resources.

EQUAL OPPORTUNITY EMPLOYER