



Robotics Equipment Manager

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

The **Robotics Equipment Manager** is responsible for the inventory tracking, maintenance, issuance, and collection of equipment and supplies for both educational and competition purposes. This is a part-time position, working less than 20 hours per week during the months of August-June. Days of the week and hours will vary but will be primarily Saturday and Sunday, noon to 6pm.

Responsibilities include, but are not limited to:

- Provide support to Robotics Coaches, Instructors, and Program Manager during lab sessions
- Work with coaches and instructors to determine equipment needs and options
- Prepare equipment and supply orders
- Issue equipment to students
- Loading and unloading of competition equipment, may require lifting up to 60 lbs.
- Maintenance, repair, and inventory of equipment
- Organize, clean, and maintain facilities
- Support teams regarding:
 - Equipment fitting
 - Home league/tournament set up
 - Present at Robotics Department staff meetings
 - Provide support at designated tournaments
 - Manage accounting for concessions
- Maintains attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.

Requirements:

- High School diploma or GED required. A technical degree, with the ability to read part drawings and schematics is preferred.
- Knowledge of robotics competitions and leagues preferred
- Ability to work within a team setting
- Ability to communicate effectively with students, coaches, and parents in potentially stressful situations
- Proficient computer skills for email, Microsoft Office, Excel, and Data Management
- Machine shop skills, including hands-on experience with lathes, bandsaws, and drill press operations
- Valid Michigan driver's license with satisfactory driving record

Cranbrook offers competitive compensation and a unique environment that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email humanresources@cranbrook.edu or fax (248) 645-3014. Our applications can be downloaded from the Employment page of our website at www.cranbrook.edu/employment.

(Please note that a fully completed employment application is required for consideration.)