

TRU Student Makerspace Ambassadors Charter 2024-25

Mission	<ul style="list-style-type: none"> • To welcome users to the Makerspace and help them use the space. • To embody and promote the Makerspace values of kindness, growth, community, autonomy, and fun. • To assist Makerspace Staff as needed. • To create a sense of community and belonging for all Makerspace users. • To increase awareness about the Makerspace to the campus community.
Specific Tasks	<p>Makerspace Student Ambassadors will:</p> <ul style="list-style-type: none"> • Give tours of the Makerspace to new users and groups. • Provide users with an overview of what the Makerspace is and how it functions; how it is different from other campus spaces. • Encourage users to engage in self-directed learning and problem-solving. • Help users get started with all technologies, for example, assigning 3D printers. • Troubleshoot technology when possible. • Record statistics; • Assist makerspace staff as needed.
Requirements	<ul style="list-style-type: none"> • Four hours of shifts per week between 10-4 Monday - Friday <ul style="list-style-type: none"> ○ Shifts may be swapped with another SMA on Teams. ○ If unable to be at a shift (e.g. illness), supervisor must be contacted. • 4-8 hours per semester of training, meetings, or other events
Conditions	<ul style="list-style-type: none"> • Follow all direction of Library staff and librarians; • While working in the Makerspace as a Student Ambassador, do not work on personal projects; take phone calls; do homework, etc. • While using the makerspace as a user, follow all the rules and guidelines we expect all users to follow. Do not give
Compensation:	\$1000 per semester (paid at the end of the semester if program requirements are met)
Communication	<p>Microsoft Teams group chat</p> <ul style="list-style-type: none"> • Questions or comments about our work • Private message to Franklin, Olivia, or Sarah if ill and can't make shift <p>Email</p> <ul style="list-style-type: none"> • Ill or can't make a shift: Franklin (fsayre@tru.ca) and/or the Makerspace (makerspace@tru.ca)
Training	<ul style="list-style-type: none"> - What is a Makerspace - Recording Statistics - Tours - Helping with technology - 3D printing -

Agreement	<p>Agreement statement - We are committed to the mission of this charter.</p> <p>Student Print name: _____ Signature: _____</p> <p>Supervisor Print name: _____ Signature: _____</p>
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