



# Shop Coordinator

## Position Title

Shop Coordinator

## General Summary

The Office for Sustainability (OfS) at Western Michigan University (WMU) is seeking a Shop Coordinator. This team member will work in coordination with a team of WMU students and staff to maintain and improve the Living Woodshop. The Living Woodshop is a student run and student/community focused program that empowers members to create low-impact household items, fix broken items, or assist with office related projects.

## Major Duties

- Maintain the Living Woodshop weekly open hours and volunteers for the fall and spring semesters
- Abide by workplace safety, including proper usage and maintenance of protective equipment
- Work on projects with student volunteers alongside the Sustainable Housing Equipment (S.H.E) Shed Coordinator, and special projects as determined by the supervisor
- Apply the use of hand tools over power tools
- Maintain shop tools
- Facilitate at least one workshop related to sustainability annually
- Attend and contribute to weekly team meetings and report on progress with projects
- Submit semester project brief and deliver end of semester presentation to peers and co-workers at the OfS
- Research “repair shops” / “repair cafés”

## Position Requirements

- Undergraduate or graduate student currently enrolled at WMU in [good academic standing](#)
- Ability to work independently and as a part of a diverse team
- Ability to patiently and positively teach a wide variety of community members
- Self-starter and self-directed worker
- Ability to lift heavy objects 50 lbs. or more
- Complete First Aid and CPR for Adult and Child certifications within the first two weeks of employment
- Active participation with the OfS team implementing our OfS Diversity & Inclusion Action Plan

## Desired Qualifications

- Personal commitment to sustainability
- Applied machinery knowledge (table saw, etc.)
- Possess experience and knowledge of woodshop safety and management
- Experience or knowledge of applying green woodworking principles
- Detail oriented, creative, and open minded
- Has customer service experience
- Willing to develop skills to fix small electronics

**Note:** This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.



## **Hours and Compensation**

Expected commitment is 12-14 hours per week starting at \$13.75 per hour.

## **Tentative Start Date:**

Mid-March 2026

## **To Apply**

1. Complete the application found at <http://www.wmich.edu/sustainability/opportunities/jobs>.
2. Email application to [wmu-sustainability@wmich.edu](mailto:wmu-sustainability@wmich.edu) or send hard a copy to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.
3. Application, both online or print, is due **Friday, February 27, 2026, by 11:59 p.m.**

## **WMU Equal Opportunity Statement**

Western Michigan University, an equal opportunity employer, complies with applicable federal and state laws and University policies prohibiting discrimination and harassment.

## **WMU Nondiscrimination Policy**

Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, protected veteran status, height, weight, or marital status. **(Revised April 2006)**

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