

**CAD Technician, Erlen Group
(Graduate Assistant)**

Position Summary:

This GA appointment will be for May 28, 2024 to May 9, 2025, with a stipend of \$16,052.

Position Description

The CAD Technician Graduate Assistant is an integral role, dedicated to supporting our engineering, geology, and mining operations. The successful candidate will apply their knowledge and skills in various aspects, including survey acquisition, database management, mapping, CAD maintenance, and ensuring regulatory compliance. This role is crucial in assisting with the installation and maintenance of instrumentation and reinforcement, aiming to preserve the structural integrity of our mine sites.

Position Responsibilities:

- Utilize CAD system to develop and maintain detailed mine and warehouse maps including emergency evacuation, ventilation planning, etc.
- Acquire mine and warehouse survey data.
- Maintain mapping and data related to the mine and warehouses.
- Analyze and assist with rock reinforcement activities.
- Assist with ongoing inspection, maintenance, and scaling activities in the developed areas
- Maintain ventilation planning and control.
- Assist with auditing ground continuity.

Education and/or Experience

- Acceptance into a graduate program at Missouri State University
- Working toward a graduate degree in engineering, geology, geotechnical engineering, or a related field
- MSHA Certification (may be acquired after hire)
- CAD Certification
- One to three years of an engineering or related curriculum at the undergraduate level
- Drafting and design technology certified

Skills and Proficiencies

- Must have reliable transportation to travel to 3253 E Chestnut Expressway and that enables the GA to travel up to 70 miles from the worksite to perform their duties.
- Strong ability to learn and adapt to mining operations, computer applications, and surveying equipment.
- Proficiency in Microsoft Office, AutoCAD, and various surveying software.
- Excellent organizational, communication, and problem-solving skills.
- Demonstrated ability to work independently as well as part of a team.

How to Apply:

Interested candidates should submit their application, including the items listed below. Applications without both required elements will not be considered.

1. Resume
2. Cover letter addressing how you specifically meet the position responsibilities, educational requirements, and skills/proficiencies.

Submit this application and the above required documents Dr. Jerry Masterson, Director of Graduate Interdisciplinary Programs (JerryMasterson@MissouriState.edu).

Name	
Date	
Current Address	
City/State/Zip	
Phone Number	
Email Address	
M-Number	
Permanent Address	
City/State/Zip	
Graduate Degree Program	

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