

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description	PAGE 1 / 1 <hr/> REVISED 8/96		
SUBJECT <i>Student Production Aide</i>	RANK x301	GROUP I	CBC	PHYSICAL

TITLE: Student Production Aide x301 Group I

DEFINITION:

The student assists the Supervisor with day to day area functions which include:

- Provide phone service and customer service in all areas of the facility including: tool checkout, equipment set-up, safety procedures, issuing and selling of materials, registration, frame orders, etc.
- Assist in daily operation of facility including opening and closing facility, bank pick-up and return, daily cash records, darkroom set-up, kiln operation framing jobs and general clean-up.
- Assist instructors with class preparation and provide instructional assistance to workshop students and customers.
- Is directly responsible for one area of the facility. This includes general production, organization and maintenance of tools, equipment and supplies, the general upkeep of the area to provide a safe, clean work area, stocking and inventory of all necessary supplies, the development of special projects for area improvement, and the direct responsibility for the overall operation of the area.
- Assisting with special programs, events, projects, etc.
- Perform other customer and discretionary duties as assigned.

BASIC QUALIFICATIONS:

Experience in at least 2 of the following areas:

Photography (darkroom)
 Silk Screening
 Jewelry Making
 Framing*

Ceramics
 Stained Glass
 Matting*
 Woodworking*

*Center Studios only