

MANUAL  Student Employment Career Services	SECTION  Student Job Description	PAGE 1 / 1 REVISIED 5/21
SUBJECT  <b>Student Production Aide</b>	RANK  x301	GROUP  I

DEFINITION:

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

- (a) 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.
- (b) 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.
- (c) Assist instructors with class preparation and provide instructional assistance to workshop students and customers.
- (d) 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.
- (e) Assisting iwith special programs, events, projects, etc.
- (f) Perform other customer and discretionary duties as assigned.

BASIC QUALIFICATIONS:

None. However, experience in at least 2 of the following areas a plus:

Photography (darkroom)	Ceramics
Silk Screening	Stained Glass
Jewelry Making	Matting*
Framing*	Woodworking*