

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISIED 5/21	
SUBJECT Student Production Assistant		RANK x302	GROUP II

DEFINITION:

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

- (a) Greeting newcomers in person and on the telephone and answering questions regarding special workshops, classes, etc.
- (b) Assisting workshop instructors and members with projects and technical problems.
- (c) Demonstrating and supervising use of equipment by members to insure safety.
- (d) Administering safety orientation classes and tests for woodworking and welding.*
- (e) Maintaining general appearance and organization of studio: table and counter tops, consignment displays, and storeroom.
- (f) Keeping an accurate inventory and reporting lost, stolen, or damaged items to supervisor.
- (g) Checking out equipment and tools to members and inspecting return of same. (Damage or loss overlooked by sloppy check-in will be responsibility of employee.)
- (h) Selling of supplies, memberships and consignment goods, operating a cash register, recording usage and general statistics.
- (i) Opening and closing, locking up, and securing area.
- (j) Mixing of darkroom chemicals, maintaining and changing as needed.
- (k) Reclaiming clay, stacking and firing kiln.
- (l) Assisting in all areas of frameshop.
- (m) Assisting with special programs, events, projects, etc.

MANUAL Student Employment Career Services	SECTION Student Job Description				PAGE 2 / 2 REVISIED 7/18
SUBJECT Student Production Assistant	RANK x302	GROUP II	CBC	PHYSICAL	

BASIC QUALIFICATIONS:

Either one (1) year experience or registered university classroom instruction in at least 2 of the following areas:

Photography (darkroom)
Silk Screening
Jewelry Making
Framing*

Ceramics
Stained Glass
Matting*
Woodworking
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