

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISIED 5/24
SUBJECT Student Production Aide	RANK x301	GROUP I

DEFINITION:

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

- (a) Provides phone service and customer assistance across all facility areas, including tool checkout, equipment setup, safety protocols, material issuance and sales, registration, and frame orders.
- (b) Assists in the daily facility operations, including opening and closing, bank transactions, maintaining daily cash records, setting up darkrooms, operating kilns, completing framing jobs, and general cleanup.
- (c) Assist instructors with class preparation and offers instructional assistance to workshop students and customers.
- (d) Assumes direct responsibility for a designated facility area, encompassing production, organization, and maintenance of tools, equipment, and supplies, ensuring a safe and clean work environment, managing stock and inventory, initiating special projects for area enhancement, and overseeing overall area operations.
- (e) Assists with special programs, events, projects, etc.
- (f) Performs 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*

LEARNING OUTCOMES*:

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.

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- Multi-task well in a fast-paced environment.
- Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Keep an open mind to diverse ideas and new ways of thinking.
- Use innovative thinking to go beyond traditional methods.
- Plan, initiate, manage, complete, and evaluate projects.
- Act equitably with integrity and accountability to self, others, and the organization.
- Be present and prepared.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few if any errors in their work.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Collaborate with others to achieve common goals.
- Navigate change and be open to learning new technologies.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).