

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISOR 5/24
SUBJECT <i>Student Production Assistant</i>	RANK x302	GROUP II

DEFINITION:

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

- (a) Welcomes newcomers in person and over the phone, addressing inquiries about special workshops and classes.
- (b) Assists workshop instructors and members with projects and technical problems.
- (c) Demonstrates and oversees the safe usage of equipment by members.
- (d) Conducts safety orientation classes and tests for woodworking and welding.
- (e) Maintains the general appearance and organization of studio, including tables, countertops, consignment displays, and storerooms.
- (f) Keeps accurate inventory and reports lost, stolen, or damaged items to supervisor.
- (g) Checks out equipment and tools to members and inspects return of same. (Damage or loss overlooked by sloppy check-in will be the responsibility of the employee.)
- (h) Handles sales of supplies, memberships and consignment goods, operates a cash register, recording usage and general statistics.
- (i) Opens and closes the facility, locks up, and ensures area security.
- (j) Prepares darkroom chemicals, maintains, and changes them as necessary.
- (k) Manages clay reclamation, stacking, and kiln firing.
- (l) Assists in all areas of frameshop.
- (m) Assists with special programs, events, projects, etc.

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SUBJECT Student Production Assistant	RANK x302	GROUP II	CBC	PHYSICAL

BASIC QUALIFICATIONS:

Either one (1) year of 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*

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.
- 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 \(NACE\)](#).