Do multiple individuals hold this position at one time?  
☐ Yes  ☒ No

Number of positions available: 1

Work Schedule
A student in this position can expect to work 2 hours per day, 6 hours per week.

The student will work ☒ Monday thru Friday ☐ Saturday ☐ Sunday  ☒ any day of the week.

Hours are available during the following times of the day: 10:15 am to noon.

Department/Position Overview
Art and Art History/Clothed Modeling for a Portrait Painting class

Description of Duties and Tasks
☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☐ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☐ Work efficiently and accurately without immediate supervision

☒ Clothed Modeling for a Portrait Painting class, no experience necessary

Required Training and Skills
☐ Ability to communicate in a concise and effective manner, both verbally and in writing

☐ Detail oriented with strong organizational skills

☐ Familiarity with specific computer software, listed here:

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: