Position Title: Printmaking Studio Monitor

Department: Art & Art History Department

Work Location: Wright Art Center - Annex

Hourly Rate: $7.50

Supervisor: Scott Espeseth

Account Number: 01-11143-00000-00000-xxxxx

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, 2 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:

Department/Position Overview

The Printmaking Studio Monitor is available during posted hours to assist students who are working outside of class. The monitor may answer questions about printmaking techniques, but will also enforce awareness of safety and environmental workshop rules. Finally, the Printmaking Studio Monitor will ensure the smooth operation of the studio through light maintenance tasks, such as refilling cleaners and solvents, noting inventory of consumable supplies, and general cleaning. Hours will be set based on Monitor's availability and student demand. Prior experience with the relevant Printmaking technique is required.

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
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: Relevant printmaking equipment
☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Art 200 or other printmaking courses under Art 280: Specialized Media.