**Position Title**: Art Sculpture Studio Monitor  
**Hourly Rate**: $7.50  
**Department**: Art & Art History Department  
**Supervisor**: Mark Klassen  
**Work Location**: Wright Art Center - Annex  
**Account Number**: 01-11143-00000-00000-xxxxx

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

**Number of positions available**: varies

**Work Schedule**

A student in this position can expect to work **up to 10** 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: **Evenings & Weekends**.

**Department/Position Overview**

The Sculpture Studio Monitor is responsible for oversight and maintenance of the sculpture studio in the evenings and weekends. Hours will be set based on monitors’ availability and student demand. Monitors are responsible for opening the tool cage, turning on power to the equipment, and assisting students with questions relating to their sculptures or the equipment. Monitors will also be asked to clean and perform other construction and maintenance projects as needed to maintain and improve the studio. The primary responsibility will be to make sure students are using proper safety precautions and assisting if a medical emergency should arise.

Sculpture Studio Monitors must take ART 210 to qualify for this position.

**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

☒ Making sure proper safety precautions are being taken in sculpture studio.

☒ Assisting in medical emergency if situation arises.
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: All power equipment in Sculpture Studio - table saw, band saw, welders, sanders, drill press

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Must have taken ART 210