



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Art Department Work Study

Rate of Pay: \$7.35

Begin Date: 08/22/2011

End Date: 05/11/2012

Work Site: Bullhead City Campus

Supervisor's Name: Heidi Heckman

List specific duties performed on a regular basis.

1. Work closely with Heidi Heckman and the ceramic and sculpture instructors both Credit and Community Outreach.
2. Help with ordering supplies, stocking materials, keeping inventory (training provided).
3. Responsible for firing of kilns in coordination with faculty (training and support at all times).
4. Responsible for kiln maintenance, loading, unloading, shelf grinding and preparation, vacuuming, etc...
5. Glaze mixing as needed (training provided).
6. Keep the art rooms picked up and organized, counters and tables clean (twice a semester).
7. Assist with art displays and other art related events as needed.

List skills and qualifications needed.

1. Preferred ceramic experience but not required.
2. Physically fit for lifting heavy objects for loading and unloading kilns.
3. Organizational skills.
4. Computer skills (email and basic word-processing for filling out forms).
5. Some math skills in order to understand and follow glaze recipes.
6. Responsible communication and time management.
7. The ability to work with others and alone without supervision.

List things a supervisor would like a student employee to understand about working in this department.

Deadlines for firing and glazing are crucial for students and faculty so being on time and responsible to follow through is vital to this position. Communciation with Heidi Heckman and faculty on a regular basis is a priority.