

# COLLEGE of VISUAL ARTS

## Student Employment Position Descriptions

### 2011-2012

#### **\*Prerequisite(s) required for these positions**

#### **\*Admissions Tour Guide Ambassador – Pay Level 4**

**Amanda Wellner**

Represent the College and the student body to prospective students and their parents. Representatives lead tours of campus and participate in CVA events including: student panels, open houses and drawing workshops. **Prerequisite: Must be a returning CVA student, sophomore or higher.** Hours: Weekdays and some evenings and weekends.

#### **Admissions Office Assistant – Pay Level 3**

**Amanda Wellner**

Assist the Admissions Office with miscellaneous office work including mailings, data entry and duties as assigned.

#### **Admissions Office Campus Photographer – Pay Level 4**

**Amanda Wellner**

Document assigned campus activities for use in CVA publications and web as directed by Admissions and within scheduled deadlines. The Admissions Office and Photo Lab will provide necessary equipment. All equipment must follow the equipment rental guidelines of the CVA Photography Lab. Hours and projects as assigned. **\*Prerequisite: Must be a declared photo major.**

#### **\*Community Advisor – Pay Level 4**

**Anne White**

The Community Advisor (CA) offers support and assistance for students in the residence hall/apartment community at the Ashland Apartments. The CA is a live-in student staff member in the Office for Student Life and facilitates positive learning communities in the Ashland Apartments. The CA must be accessible and approachable and is expected to be a positive and healthy academic and community role model. The CA must be able to model effective study and time management skills, be knowledgeable of academic campus resources, and be willing to assist other students in their personal growth and development. **\*Prerequisite: To be eligible for this position you MUST be a rising senior, have a GPA of at least 3.25, be enrolled full-time for the entire school year, and MUST be in good academic standing.**

#### **Community Education Assistant – Pay Level 2**

**Susan Robinson**

Assist the Community Education Office with preparing for the fall, spring, and summer youth and adult workshops, classes, and lectures. Help at the registration tables, prepare and compile information for class packets, and assist with miscellaneous office work such as mailings and data entry.

#### **\*Digital Tutor – Pay Level 1**

**Ann Ledy**

Offer support and assistance to students in the digital tutor lab in the Blair Arcade during open lab hours. You must have knowledge of Adobe Creative Suite 5.5, including but not limited to, Photoshop, In Design, Illustrator, Dreamweaver, as well as all other programs taught in the 2D foundation classes. The digital tutor must be responsive to students' needs and must be punctual, and dependable. **Prerequisite: Must be Junior or Senior with a grade point average of 3.25 or above, must be enrolled for the entire school year, and must be in good academic standing.**

#### **Foundation Department Assistant – Pay Level 3**

**Lynda Monick-Isenberg**

Assist the FND department chair in preparation and coordination of FND Seminar: *Introduction to the Majors*, FND exhibition, continued organization of FND Faculty office, FND website, and the FND classrooms and prop rooms. Assist chair with preparation and organization of FND Symposium. Other duties as assigned. Good organizational skills and basic computer skills required. **\*Prerequisite: Must be at least second-year at CVA.**

#### **Gallery Attendant– Pay Level 1**

**Rosemary Kimball**

Welcome gallery visitors, monitor security of artwork/gallery, answer phones/questions, light custodial duties, assist with opening receptions and assist with art drop off/pick up. Other duties as assigned.

#### **Gallery Installation Assistant – Pay Level 4**

**Rosemary Kimball**

Assists in all aspects of installing and de-installing a gallery exhibition: hanging art, preparing walls, lighting, etc.

#### **\*Grotto Studio & Equipment Monitor – Pay Level 4**

**Val Jenkins**

Monitor general after hours traffic in Grotto Building, touch up critique walls in classroom spaces, organize, inventory prop room equipment, liaison between maintenance and fine arts chair, inventory and manage 3-D room equipment – implement in-house check out system for tools, monitor safe handling of tools and materials in studios. **Prerequisite: Student should have a working knowledge of a broad range of tools and materials used in the fine arts studios and demonstrate responsible leadership skills.**

#### **\*Information Attendant– Pay Level 2**

**Nancy DeBernardi**

The information desk is the primary presence at the college after administrative offices are closed. Responsibilities include answering questions about the college, answering phone calls, greeting guests. Hours: M – Th 4:00 – 10:00 p.m. **\*Prerequisite: Must be sophomore or higher.**

#### **Library Assistant – Pay Level 2**

**Kathy Heuer**

Staff circulation desk and perform library transactions, answer phones/questions, greet the public and assist patrons and library staff as needed, re-shelf books and other library materials, and assist in keeping shelves in order. Training is provided. Hours: Days, evenings, and weekends.

#### **Maintenance – Pay Level 4**

**Shawn Leko**

General cleaning of buildings. Assist with outside/grounds maintenance and yard work. Miscellaneous staff requests. Special events and projects as assigned. Hours: Daily.

**Orientation Assistant – Pay Level 1****Susan Robinson**

Welcome new students and faculty to CVA during 2 – 3 day orientation period in January. This is a great chance to take advantage of a work-study opportunity prior to the start of classes and homework! Responsibilities include material and site preparation, food and supply pick up, and set up and clean up. **\*Must be a returning CVA student.**

**\*Photography Studio Assistant – Pay Level 4****Steve Stenzel**

Provide access to the Western studio suite and assist students in the darkroom. Mix chemistry, keep the work areas clean, check out darkroom equipment and assist the tech and photo instructors when needed. **\*Prerequisite: You must have previously taken a photography class at CVA and be familiar with darkroom methods and safety to be considered for this position.** Hours: Weekdays, evenings, and weekends.

**\*Printmaking Studio Assistant – Pay Level 4****Colin Bridges**

Supervise students in the Print Shop while providing access and technical assistance. Must enforce safety and Print Shop protocols. Must represent good safety and protocol habits. Must be able to take responsibility for opening and closing Print Shop. Keep shop clean and organized. Other duties and tasks as assigned by the Print Technician or instructors. **\*Prerequisite: You must have successfully completed Introduction to Printmaking to be considered for this position.**

**Reception – Pay Level 1****Nancy DeBernardi**

Answer all incoming calls using appropriate established protocol, including answering basic questions regarding the College, transferring callers to the appropriate office, and taking accurate and comprehensive messages when necessary. Receive and direct visitors/guests. Assist staff with projects such as mailings, stuffing envelopes and other projects as needed. Hours: Noon to 2:00 p.m. daily and as needed.

**\*Prerequisite: You must be a first-year student.****\*Sculpture Studio Assistant – Pay Level 4****Asa Hoyt**

Maintain a clean safe working environment in the Sculpture Studio. Assist and oversee students, faculty, and staff with the safe and proper use of tools and facilities. Keep track of tools and supplies. Other duties as assigned by sculpture technician. **\*Prerequisite: You must have successfully completed Intro to Sculpture to be considered for this position.** Hours: Days, evenings, weekends.

**Special Events – Pay Level 2****Arranged per Event**

Help out at special events such as gallery openings, holiday party, orientation, etc. All interested applicants must identify their area of interest and availability. Hours are determined per event. Because of the nature of this position, it does not count toward the two-job maximum or the 15-hour per week rules.

**\*Student Life: Peer Mentor – Pay Level 4****Anne White**

Peer mentors are recommended CWS students who work with foundation students. Three peer mentors are assigned to each section and are responsible for connecting each foundation student to academic resources on campus and a variety of resources in the surrounding community. Peer mentor job responsibilities include but are not limited to: assist staff and faculty at fall and spring orientation, attend symposiums with foundation students, attend convocation and other college-wide events, attend OAD events at the Walker Art Center, meet individually with foundation students, provide group meeting times for respective sections (from 6 – 7 p.m. Tuesday and Thursday evenings), submit weekly reports to the Director for Student Life, attend weekly 1 – 1 supervision and team meetings, sponsor group activities and programs for foundation students. **\*Prerequisite: To be eligible for this position you MUST be a sophomore or higher, have a GPA of at least 3.0, be enrolled full-time for the entire school year and you MUST be in good academic standing.** Hours: Five hours per week for the duration of fall and spring semesters.

**\*Student Lounge Attendant – Blair Arcade - Pay Level 1****Shawn Leko**

Serve as security presence in the student lounge at Blair Arcade. As per training, must respond appropriately to situations as they arise; enforce CVA policies; report any incidents to appropriate authority. Must be responsive to students' needs. Assist maintenance with set-up for events as needed. Must be punctual, responsible, dependable. Hours: 6-10 p.m. Monday through Thursday.

**Prerequisite: Must be Junior or Senior and MUST take CVA-sponsored first aid training.****\*Off Campus (Community Service) Pay Level 4****Financial Aid Office**

Serve as a mentor to pre-school or elementary students; tutor students with homework including reading, writing and math. Other duties as assigned by site supervisor. **\*Prerequisite: Applicants must be eligible to receive federal financial aid funds to be considered for this position.** Hours: Evenings as arranged.

**Starting Pay Levels:**

- 1= \$7.50 per hour;
- 2= \$8.50 per hour;
- 3= \$9.00 per hour;
- 4= \$10.00 per hour

**PLEASE NOTE: MANY OF THESE POSITIONS HAVE REQUIREMENTS WHICH MUST BE FULFILLED BEFORE YOU CAN BE CONSIDERED FOR THESE JOBS. PLEASE READ EACH DESCRIPTION CAREFULLY BEFORE FILLING OUT YOUR APPLICATION.**

**Non-Discrimination Policy**

The College of Visual Arts does not discriminate against any person on the basis of race, color, sex, age, religion, marital status, sexual orientation, handicap, national or ethnic origin in its admission or educational policies, financial aid or loan programs, employment or in providing the rights, privileges and activities generally made to all. The Director of Finance serves as the college's Equal Opportunity Officer (EEO). Questions regarding the College's EEO policies should be directed to the Office of the Vice President.

# COLLEGE of VISUAL ARTS

## STUDENT EMPLOYMENT APPLICATION

### 2011-2012

**STUDENT INFORMATION:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_ Number of hrs/wk wanting to work: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ When can you start working? \_\_\_\_\_  
 Major: \_\_\_\_\_ Year in College:  Foundation  Sophomore  Junior  Senior

I will be enrolled at least half-time (6 credits) during  Fall  Spring or  Both Semesters

**NOTE: YOU CAN NOT WORK MORE THAN A TOTAL OF 15 HRS/WEEK UNDER THE CVA STUDENT EMPLOYMENT PROGRAM. YOU CAN NOT BE HIRED FOR MORE THAN TWO JOBS DURING ANY GIVEN SEMESTER.**

**Area of Interest:** Please check the box(s) below next to the position(s) in which you are interested. (Positions may not be available in all departments.)

Position:	Prerequisite Required?	Person/Office to Contact for Information
<input type="checkbox"/> Admissions Tour Guide Ambassador	Yes	Amanda Wellner
<input type="checkbox"/> Admissions Office Assistant	No	Amanda Wellner
<input type="checkbox"/> Admissions – Campus Photographer	Yes	Amanda Wellner
<input type="checkbox"/> Community Advisor – Ashland Apartments	Yes	Anne White
<input type="checkbox"/> Community Education Assistant	Yes	Susan Robinson
<input type="checkbox"/> Digital Tutor	Yes	Ann Ledy
<input type="checkbox"/> Foundation Department Assistant	Yes	Lynda Monick-Isenberg
<input type="checkbox"/> Gallery Attendant	No	Rosemary Kimball
<input type="checkbox"/> Gallery Installation Assistant	No	Rosemary Kimball
<input type="checkbox"/> Grotto Studio & Equipment Monitor	Yes	Val Jenkins
<input type="checkbox"/> Information Attendant	Yes	Nancy DeBernardi
<input type="checkbox"/> Library Assistant	No	Kathy Heuer
<input type="checkbox"/> Maintenance	No	Shawn Leko
<input type="checkbox"/> Orientation Assistant	Yes	Susan Robinson
<input type="checkbox"/> Photography Studio Assistant	Yes	Steve Stenzel
<input type="checkbox"/> Printmaking Studio Assistant	Yes	Colin Bridges
<input type="checkbox"/> Reception	Yes	Nancy DeBernardi
<input type="checkbox"/> Sculpture Studio Assistant	Yes	Asa Hoyt
<input type="checkbox"/> Special Events	No	Arranged per event
<input type="checkbox"/> Student Life: Peer Mentor	Yes	Anne White
<input type="checkbox"/> Student Lounge Attendant – Blair Arcade	No	Shawn Leko
<input type="checkbox"/> Community Service	Yes	Financial Aid Office

Is there a prerequisite for the position(s) for which you have applied?  Yes  No

If yes, have you fulfilled the requirement?  Yes  No - If you checked no, you are not eligible to work in that position.

**References and Employment History:**

Please attach a current **ONE PAGE** resume and three *complete* references including relationship and contact information. *All applicants are required to have a current resume on file with the financial aid office each year.* See the attached tip sheet for help in writing your resume or see Kelly Hulander in the Learning Resource and Writing Center (LRC).

**Special Skills, etc.**

Please list your computer skills: \_\_\_\_\_  
 \_\_\_\_\_

Please list special skills and/or responsibilities that help qualify you for the job(s) for which you have applied: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

OVER

**AVAILABILITY SECTION:**

Are you interested in working during winter break January 3 - 13 2012?  Yes  No  
 Are you interested in working during spring break – March 12 – 14, 2012?  Yes  No

Place an X in the squares below indicating **when you will be available to work** while school is in session. Not all positions are available at all of these times.

The following is my **availability** for  Fall Semester 2011  Spring Semester 2012 (Check one)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30 AM-8:00 AM							
8:00 AM-9:00 AM							
9:00 AM-10:00 AM							
10:00 AM-11:00 AM							
11:00 AM-12:00 Noon							
12:00 noon-1:00 PM							
1:00 PM-2:00 PM							
2:00 PM-3:00 PM							
3:00 PM-4:00 PM							
4:00 PM-5:00 PM							
5:00 PM-6:00 PM							
6:00 PM-7:00 PM							
7:00 PM-8:00 PM							
8:00 PM-9:00 PM							
9:00 PM-10:00 PM							
10:00 PM-11:00 PM							
11:00 PM-midnight							
midnight – 1:00 AM							

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE TERMS OF THE COLLEGE OF VISUAL ARTS *TERMS OF STUDENT EMPLOYMENT*

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this completed application along with your references and resume to the Financial Aid Office**

**All incomplete applications will be returned to applicant without being processed.**

<u>For Financial Aid Office Only</u>	<u>Supervisor Only</u>
<input type="checkbox"/> Priority 1 (need-based) <input type="checkbox"/> Federal <input type="checkbox"/> Priority 2 (non need-based) <input type="checkbox"/> State <input type="checkbox"/> New Student <input type="checkbox"/> Returning Student Anticipated Graduation Date: _____ Total CWS Award: _____ Date Application Received: _____ Notes:  FAO Signature: _____	Hired: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Start Date: _____ Hours per Week: _____ Wage: _____  <input type="checkbox"/> Check here if student is returning to previous job <div style="background-color: yellow; padding: 2px;"><b>Please return this completed form to the Financial Aid office, whether you hire the student or not.</b></div> Supervisor’s Signature: _____