

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.