

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

NON UNION

JOB TITLE: VISU5 – Visual Arts Assistant #2

DEPARTMENT NAME: Visual Arts

CONTACT NAME: Hollis Roberts

JOB DESCRIPTION:

While on duty the responsibilities may include:

- Working with and assisting the on-duty Workshop Technician
- Enforcement of shop rules and policies
- Assisting students in the shops with woodworking and metalworking techniques.
- Assist in keeping the shops, Sculpture Yard, and corridors clean, tidy and orderly
- Instructing students in the safe use of tools and equipment
- Collection and assembly of materials/information to enhance online support and documentation
- Maintenance, inspection, and servicing of dark rooms
- Maintenance, inspection, and servicing of studios
- Creating a welcoming and respectful environment that promotes community and creativity
- Communicating safety and maintenance issues to the Workshop Technician
- *Other miscellaneous administrative or creative duties as required*

QUALIFICATIONS:

- Applicant should have an aptitude for the techniques and processes used in metal shops.
- Applicant should have an aptitude for the techniques and processes used in wood shops.
- Applicant must be open to training and willing to comply with departmental policies.
- Good work habits and an awareness of safety concerns is imperative.
- Personable, cooperative and friendly demeanor.
- Good communication skills.

Time schedule per week will be determined by student's academic time schedule.

JOB LOCATION ON-CAMPUS: Visual Arts Building

WORK STUDY WAGE: \$12.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$

HOURS AVAILABLE: 100

HOW TO APPLY:

In person with cover letter and resume to: Hollis Roberts - Visual Arts Department - Room A103

Applicants must be eligible for Work Study Program

For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>