

**2022/2023 WORK STUDY PROGRAM
JOB POSTING**

JOB TITLE: VISU1 - Workshop Assistant

DEPARTMENT NAME: Visual Arts

CONTACT NAME: Cedric Bomford

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
- Assisting and monitoring 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

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
- Personal, cooperative and friendly demeanor
- Good communication skills

JOB LOCATION ON-CAMPUS: Visual Arts Building

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: N/A

HOURS AVAILABLE: 100

HOW TO APPLY: In person/or email with cover letter and resume to:

Visual Arts Office
Department of Visual Arts
University of Victoria
3800 Finnerty Rd, VIA A244
Victoria, BC V8P 5C2
Local: (250) 721-8011
Or

Via Email to visualarts@uvic.ca with subject line “VISU Work-Study Application”.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>