

JOB TITLE	Student Assistant
DEPARTMENT NAME	School of Art
JOB LOCATION	Seattle campus, Art Building
CONTACT/SUPERVISOR	Sharon Frucci (Administrator/Building Coordinator)
PHONE NUMBER	(206) 685-2552 (Complete 10-digit number)
EMAIL ADDRESS	sfrucci@u.washington.edu
BOX NUMBER	353440
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [<input checked="" type="checkbox"/>] Acad Year Only [<input type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>] up to 19 hrs/wk [<input checked="" type="checkbox"/>] Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/>]
RATE OF PAY	\$11 to \$12 per hour depending on work-related experience and skills

Duties and Responsibilities:

Under general supervision assist the School of Art (SoA) Administrator/Building Coordinator with various facilities related projects that involve a moderate degree of responsibility and judgment.

- Lifting up to 60 lbs.
- Working in an environment with dust and common art materials (paint, clay, etc)
- Assist in organizing and maintaining safe, clean and functionally efficient workspaces (including shared studios, classrooms, conference rooms and administrative spaces)
- Operating freight elevator with overhead door mechanism
- Move furniture, equipment, boxes and files as needed
- Prepare offices and other space for new users
- Appropriately remove abandoned art installations, projects and materials
- Assist in maintaining accurate equipment and supplies inventories
- Climbing and safely using ladders to help move books and other materials from overhead shelves or fixtures
- Safely use hand-trucks/dollies, carts or palette jacks to move heavy boxes or equipment
- Perform other administrative tasks and errands as required

Minimum Qualifications:

- common sense and ability to work effectively with minimal supervision
- experience using hand-tools such as hammer, screwdriver or electric drills

Educational Benefits:

Will gain firsthand knowledge of administrative and facilities functions in large academic unit. Can build background knowledge in art and art history through tasks and contact with staff, faculty and students. Gain knowledge and keep current on workplace safety, equipment and supplies issues.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883
 51% Comp. to Classified: Yes [] No []
 State [] Federal []

Open [] Closed []

JOB NUMBER:

11ARTS16

JOB CATEGORY:

ARTS/MEDIA
