

JOB TITLE	Student Assistant, Visual Resources Collection	
DEPARTMENT NAME	College of Built Environments	
JOB LOCATION	Gould Hall, Room 330	
CONTACT/SUPERVISOR	Joshua Polansky	
PHONE NUMBER	206-543-7598	(Complete 10-digit number)
EMAIL ADDRESS	jpo@u.washington.edu	
BOX NUMBER	355726	
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [<input type="checkbox"/>] Acad Year Only [<input checked="" type="checkbox"/> Autumn quarter 2009 only]	
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>] up to 19 hrs/wk [<input type="checkbox"/>] Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/> maximum of 10 hours weekly]	
RATE OF PAY	\$10.00	(Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

- Sort and file 35mm slides in the Collection.
- Scan 35mm slides and printed material.
- Use Photoshop to process digital images for the Collection.
- Process newly created 35mm slides (label and remount).
- Answer the phone and user questions.
- Work with Access Database, Microsoft Word, Adobe CS3.

Minimum Qualifications:

Able to work during the regular hours of the Collection (8:30AM to 5PM, Monday thru Friday)
Successful completion of Architectural and/or Art History survey courses (ARCH350-352, ARTH 201-203)

Educational Benefits:

- Exposure to images of local historic buildings, sites, cities, and artwork.
- Explore historic periods and concepts, and the diversity of the world's cultures and geography.
- Learn about working with analog archival material and methods.
- Learn about classification and cataloging schemes, organization of data.
- Acquire hands-on experience creating digital images and working with databases, websites, and presentations

OFFICE USE ONLY

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

JOB NUMBER:

11CBEN02

JOB CATEGORY:

ARTS/MEDIA