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Federal Work Study
Job Description Form

Job Title: Digital Art Studio Monitor

Desired No. of Hires: 1

Department or Organization: Social Science, Arts & Humanities – Visual Art Department

Address (Off campus only):

Supervisor: Kim Hicks, Dean

Office: Marieb 221

Phone: (413)552-2279

Email: khicks@hcc.edu

Designee: Felice Caivano

Office: FPA 322

Phone: (413)552-2193 (*preferred contact is email*)

Email: fcaivano@hcc.edu

General Job Description:

Oversee the Mac lab in FPA 309 during open lab hours.

Detailed List of Duties:

The Art Studio Assistant works in the Visual Art Department with specific focus on the digital studio, FPA 309. Duties include: opening, monitoring, and closing the lab during open lab hours, basic oversight of the lab, and cleaning surfaces of desks and tables in the room. Depending on the level of experience, the Digital Art Studio Monitor may also check the ink levels on the printers and report to the department chair when inks need to be replenished.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

The Digital Art Studio Assistant will learn and apply skills that relate to the maintenance and monitoring of a digital art studio, along with time management. **These skills are directly applicable** to careers in visual art, either in an academic setting or as a self-employed artist.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

The Art Studio Assistant works with the Department Chair, and is responsible for reporting misuse of classroom equipment or violations of safety practices. Training in facilities maintenance and safety protocols will be provided.

Skills and/or previous experience desired:

Previous experience with Mac computers, cleaning, and inventory are useful but not necessary prerequisites for this job. We are looking for candidates who are hardworking, can follow direction, receive feedback in a professional manner, commit to a weekly schedule, and have good interpersonal skills. Applicants must be available to work during all open lab hours.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): MWF 10:30 am – 1:15 pm

How to Apply: Please email Felice Caivano, fcaivano@hcc.edu to set up an interview. Be ready to bring your school schedule and your Federal work study award letter to your interview.

Completed and Submitted By:

Kim Hicks
Print Name of Supervisor

Dean of Social Science, Arts & Humanities
Title

10/24/2024
Date

Please return completed form to drosado@hcc.edu