

WORK STUDY PROGRAM JOB POSTING

JOB TITLE: VISU8 – Workshop Assistant #3 (Visual Arts)

DEPARTMENT NAME: Visual Arts

CONTACT NAME: Daniel Wilkin

JOB DESCRIPTION:

The Work Shop Assistant is responsible for the operation of the Visual Arts workshops during scheduled evenings and weekends. While on duty their responsibilities 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 and Sculpture Yard 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.
- Other miscellaneous administrative or creative duties as required.
- Creating a welcoming and respectful environment that promotes community and creativity.
- Communicating safety and maintenance issues to the Workshop Technician.

QUALIFICATIONS:

- Applicant must have an aptitude for the techniques and processes used in metal shops.
- Applicant must 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.
- Applicant should be familiar with WHIMS and safety policies as required by the University.
- Personable, cooperative and friendly demeanor.
- Good communication skills.

Other Information:

Time schedule per week will be determined by student's academic time schedule. PLEASE NOTE: This is no longer strictly an evening and weekend position. The majority of shifts will be scheduled during the peak periods of shop use during the regular workweek.

JOB LOCATION ON-CAMPUS: Visual Arts Building

WORK STUDY WAGE: \$10.00

HOURS AVAILABLE: 43

HOW TO APPLY:

In person with cover letter and resume to:
Daniel Wilkin - Visual Arts Department - Room A103

Applicants must be eligible for Work Study program and have been approved.
<http://registrar.uvic.ca/safa/workstudy/workstudyindex.html>