

**WORK STUDY PROGRAM  
JOB POSTING**

**JOB TITLE:** VISU4 – Workshop Assistant #2 (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:** 132

**HOW TO APPLY:**

In person with cover letter and resume to:  
Daniel Wilkin - Visual Arts Department - Room A103  
Phone: 721-8019

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