

## Position Description

### POSITION PROFILE

**Position Title:** Ceramic Studio Assistant

**EOU Department/College:** College of Arts Humanities Social Sciences

**EOU Supervisor Title:** Auburn Isaak, Educational Program Assistant for the Visual Performing Arts

**Typical Job Duration:** Academic Year (September to June)

**Job Level:** Level 2, \$13.70

**Type of Schedule/Typical Hours:** Part-time; flexible hours based on studio needs and student availability, primarily between 8 AM and 5 PM.

**Typical Number of Hours Per Week:** 10-15 hours

### POSITION INFORMATION

#### Student Position Description Summary:

This position will support the Visual Performing Arts Education Program Assistant II, in the ceramic studios with organizational and cleaning tasks as well as learning about the different processes within the ceramic studio. This individual will have the opportunity to learn more in depth processes such as: recycling clay, loading and unloading kilns, maintenance kiln shelves, firing kilns, glaze mixing, and how to properly maintain equipment and tools within the studio. We are looking for a motivated individual that can work independently and follow instruction as well as have an interest in ceramics and a desire to learn more about the functions within a ceramic studio. Some tasks may require long periods of physical work.

Eastern Oregon University is an EEO Employer and welcomes application from women, members of historically underrepresented minority groups, US Veterans, and persona with disabilities. EOU is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without illegal discrimination on the basis of age, color, disability, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.

### **Job Duties/Responsibilities/Essential Functions:**

- Work one on one with the Visual Performing Arts Education Assistant daily on various projects and tasks
- Sweep, mop, and spray down studio floors
- Assist with loading/unloading kilns as well as helping fire them
- Assist with glazes
- Assist with recycling clay
- Ability to learn and implement special cleaning methods
- Organize and label tools and materials
- Previous knowledge or ability to learn processes within the ceramic studio
- Knowledge or ability to learn how to use basic hand tools and run small equipment.
- Ability to learn and follow safety protocols

## **HIRING CRITERIA**

### **Minimum Qualifications:**

- Must be an on-campus student who has federal financial aid approved work study awarded. Excellent organizational skills
- Excellent communication skills verbal and written
- Experience with following detailed instructions and multitasking
- Must be able to lift 50lbs
- Scheduled shifts will fall between Monday – Friday between 8 and 5pm depending on student availability

### **Preferred Qualifications:**

- Experience in a ceramic studio
- Experience organizing and cleaning physical spaces
- Strong problem-solving skills, great attention to detail and self-starter.

### **Desired Knowledge, Skills & Abilities:**

- Assist in maintaining a clean and organized studio environment.
- Support the Educational Program Assistant in preparing materials and equipment for classes and workshops.
- Participate in the recycling of clay and preparation of glazes.
- Help with the loading and unloading of kilns, as well as monitoring the firing process.
- Maintain and organize tools and materials, ensuring they are labeled and stored properly.
- Learn and adhere to safety protocols specific to the ceramic studio environment.

## STUDENT LEARNING OUTCOMES

*As a result of completing this internship, the student will:*

### **Academic Learning Outcomes:**

- Gain practical knowledge of ceramic processes, enhancing understanding of materials and techniques discussed in academic courses.

### **Industry Learning Outcomes:**

- Acquire hands-on experience in studio operations, preparing for potential professional roles in ceramic arts or related fields.

### **Career-Readiness Learning Outcomes:**

- Develop skills in time management, organization, and adherence to safety standards critical in professional artistic and educational environments.
- Enhance interpersonal and communication skills through interaction with faculty, students, and possibly external visitors during open studio sessions or exhibitions.

## PROFESSIONAL DEVELOPMENT & TRAINING

### **Professional Development & Training**

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## LEARNING ASSESSMENT & PERFORMANCE EVALUATION

### **Learning Assessment and Performance Evaluation**

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework

