

March 14, 2008

ARTica STUDIO SUPERVISOR

Wage: \$7.82 per hour
Work Study Required

Area: ARTica Studio

Supervisor: Asst. Director of Building Services

Function: Responsible for daily operation of the ARTica Studio.

Office Hours/Shifts Available: 15 hours per week, daily, some evenings and weekends.

Responsibilities:

1. Responsible for daily operation and management of the ARTica Studio with the assistance of the Art Services Manager.
2. Interviews, hires, and evaluates student staff.
3. Maintain user statistics.
4. Inspects, maintains, and obtains repair of equipment.
5. Coordinate advertising and promotions for ARTica.