

## Job Description Form

**Position:** Federal Work Study for Visual Arts

**Department:** Visual Arts

**Supervisor:** Eva Mastandrea

**Pay Range:** Minimum Wage

**Description:** This is a work study position for the Visual Arts Department. The employee will provide assistance as needed for the daily functioning of the Art Department.

**Skills:** Employee must be a responsible, detail-oriented, highly organized, multi-tasking individual with excellent oral and written communication skills. In addition, work study student must have good working knowledge of computer including Photoshop and Microsoft Office programs. He or she must also be able to work well independently when necessary.

**Responsibilities:** The work study student may be asked to assist with cleaning and organizing classroom studio space, filing, hanging posters, ordering books and supplies for classroom, and other day to day tasks.