

**Work Study Job Description**  
University of Montana Western  
710 S Atlantic St. Dillon MT 59725

**Department:** Fine Arts

**Department Head:** Ruth King

**Classification/Position:** Glass Shop Monitor

**Student's Supervisor:** Ruth King

**Office/Location:** Emerick Art Studios

**Email Address:** ruth.king@umwestern.edu

**Phone:** 406-683-7344

**Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position (if multiple pay rates & above minimum wage of \$9.95/hour):**

- **Minimum 1 hot glass course: Artz 145 Glassblowing, 146 Flameworking, or 147 Scientific Glass as appropriate to monitor position available**
- **2 courses taken and competency review/approval by Supervisor for pay increase to \$13.00**

**Purpose/Role of the position:** To monitor all activities in the glass studios while students are working during lab times.

**Duties/Responsibilities of the position & how they relate to the purpose/goal:**

Duties include:

- **Is present during 3-hour lab times**
- **Open and close studios for lab times, supervises students as they learn these procedures.**
- **Respond to requests and questions as needed and appropriate.**
- **Monitors students as they work to maintain safe and proper use of studio equipment and tools by students.**
- **Maintains student sign-up schedule, tracking attendance for lab times.**
- **Notifies Supervisor immediately of any issues with equipment, dangerous or inappropriate student behavior, any visitors and strangers, accidents, injuries, etc.**
- **Studies the Emergency procedures manual thoroughly and takes required training classes.**

**The Financial Aid Office will submit evaluations to each department prior to the end of each semester.**