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| **Title of Position** | Studio/Centre for Making Assistant |
| **Department** | Haliburton School of Art + Design |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.00 Assist with the filing, sorting, organizing, retrieving and disposal of various documents

1.03 Prepare and/or complete basic documents, reports and/or presentations using Microsoft Office (Excel,Word, PowerPoint, Visio)

1.04 Assist with maintaining accurate and complete records and information on file

1.07 Operate office equipment such as photocopier, printer and fax machine

1.09 Assist with inventory tracking and monitoring (ie. equipment and supplies)

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

2.09 Update boards and display cases

3.00 Assist with daily cleaning and maintenance of classroom and/or lab space and equipment (cleaning, organizing, servicing, inventory and sign out of equipment)

3.01 Assist with health and safety observations, ensuring requirements are being met and maintained (PPE, proper machine and/or equipment function etc..)

3.03 Assist with preparation and organization of classroom supplies and materials

3.04 Log student attendance

4.00 Assist with project related work as required

4.01 Participate in applicable orientation and training sessions as required

4.04 Provide general guidance and training, acting as student lead/role model to peers and/or volunteers in the college community

4.11 Provide tutorial assistance to student peers; explaining instructions and procedures and referring to staff/faculty as appropriate.

5.00 Assist with routine maintenance and cleaning tasks as required

5.01 Assist with loading/unloading of supplies and materials

5.02 Manual labour requiring the use of basic tools and equipment and lifting up to 30Ibs

7.03 Demonstrate the proper use of equipment (scanner, copier) to students and staff

10.01 Occasional Saturday and evening shifts may be scheduled as required

**Qualifications**

* Current student of Fleming College
* Enrolled in a related program of study
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Ability to work with and maintain confidential records
* Good organizational skills, with the ability to multi-task
* Ability to use common office equipment such as photocopiers, fax machines, etc.
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Ability to lift and move items that can weigh up to 30lbs

**Additional Information**

* Steel toe shoes / boots required