**STUDENT ESTABLISHED JOB DESCRIPTION**

**Title of Position:** Studio Assistant **Division/Department** Haliburton School of Art + Design

# Job Duties

Guided by the Sr. Studio Technologist, the Studio Assistant will assist the technologist organizing supplies and materials for the studio art programs including: inventorying and organizing classroom supplies, identifying materials and associated costs online, and filing invoices and MDS sheets.

# Qualifications

* Ability to lift 25 lbs
* ability to lift, carry, hold, bend and stoop
* strong communication skills
* ability to carry out basic oral and written instructions

# Additional Information (i.e. special equipment or travel)

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