

Division: Arts & Sciences

Direct Supervisor of Work Study Assistant: Pam Lucas; [plucas@dccd.edu](mailto:plucas@dccd.edu)

Number of Assistants Needed: 2

Start Date: 9/12

Schedule: will work  
with student's schedule; Fridays are a  
must

Job Description:

Job duties: install/de-install student artwork in art department display areas on campus (C building basement, B building display wall, 8th floor display cases in A building); light typing; scanning images for powerpoint lectures; maintain art department bulletin boards in C020/A851 with exhibition notices/VAC info/scholarship info; be the in-studio assistant available to help students on "open studio" Fridays during the semester in C020 and A851; prime canvasses; put away art supplies/still life/modeling equipment after some studio sessions; photograph student art for department documentation & archives; assist students with creating mats for artwork; help to generally maintain organization & neatness of studio environments (C020, A851).

Skills Required: computer literate, ability to utilize Powerpoint, customer service personality, ability to listen & follow directions, ability to multi-task