



WORK STUDY JOB DESCRIPTION

DESCRIPTION

Part-time work study position in the School of Apparel Design & Development. Up to 20 hours-per-week. Applicants must be eligible and approved for the Work Study Program. Preference will be given to applicants enrolled in AD&D and/or with an apparel design or other design background.

DUTIES

Assist instructional tech and faculty with duties as assigned DOE to include:

- Opening, operating, and closing Friday lab for student use
- Storeroom management and organization
- Organizing and maintaining supplies
- Assisting with equipment and machine maintenance
- Assisting instructional tech and faculty with cutting and preparation of samples for class demonstrations/lectures
- Cataloging and organizing magazines, periodicals and other department resources
- Filing of samples and department paperwork
- Organizing and filing of department production patterns
- Assisting with marketing and recruitment activities including website updates
- Special projects as assigned
- Lab monitoring when needed if schedule allows
- Will be required to adhere to Covid-19 guidelines and protocols on campus

DESIRED QUALITIES

- Reliable and dependable
- Excellent organizational skills
- Responsible and committed attitude
- Able to take direction well and follow through on projects
- Ability to work well with both faculty, instructional tech and students
- Illustrator and Microsoft Office Suite proficiency a plus