

# **Work Study Program**

## **Job Directory**

**2019-2020**

UNIVERSITY  
OF THE **Arts** 

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# SECTION 1

## THE UNIVERSITY OF THE ARTS

### INTRODUCTION

The Job Directory was prepared to help students locate a Work Study job and to serve as a reference tool during the 2019-2020 academic year. This directory simply acts as a guide for the types of employment that exist with The University of the Arts and does not guarantee job availability. Students seeking open positions should refer to the "Job Portal" located through the Student Portal at [www.mycampus.uarts.edu](http://www.mycampus.uarts.edu). Student Financial Services also does not manage job placement. It is a student's sole responsibility to seek Work Study employment opportunities. Students may be employed by: the institution itself; a federal, state, or local public agency; a private nonprofit organization; or a private for-profit organization. Jobs under the work study program will be academically relevant, to the maximum extent practicable. Please note that information regarding every possible campus job was not available when this directory was published. If you would like to have additional information about a particular job, please contact the department directly.

Students are paid at least minimum wage and hours may be arranged to accommodate the class schedule. The 2019-20 FWS award can be used between July 1, 2019, and June 30, 2020. Jobs are usually available throughout the University in academic departments, offices, and libraries. Positions require various levels of skill and experience. For students who are interested in working in the larger community, there are several off-campus work study positions available. These jobs are located at sites such as community and arts organizations, theaters, and museums as facilitated through the University of the Arts.

Student workers are required to have positive employment habits - arriving for work on time, dressing appropriately, the ability to follow directions, maintaining confidentiality, satisfactory completion of assigned tasks, et cetera. The skill level for a particular job is set based upon the typical duties required, and is listed in this directory. The skill level cannot be altered to reflect the qualities of a particular applicant.

The wage scale within the skill level is determined by the student's prior employment record within the employing department. Wage advancement is *not* transferable from one department to another. The student's individual skill level and hourly wage is determined by the departmental supervisor within the stated guidelines, and is subject to final approval by the Student Employment Coordinator and the Director of Student Financial Services. Skill level and wage guidelines have been regulated by Student Financial Services in conjunction with the Federal Work Study compliance.

This handbook was updated in April of 2019. The University of the Arts reserves the right to revise any information herein at its discretion and without prior notice.

### NON-DISCRIMINATION POLICY

The University of the Arts is committed to maintaining an environment in which students, faculty, and staff may pursue academic, artistic, and professional excellence. This environment can be secured only through mutual respect and unconstrained academic and professional interchange among faculty, staff, and students. Under the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, other state and federal laws, and University of the Arts policy, the faculty, staff, and students of the University are entitled to participate in and obtain the benefits of University programs, activities, and employment without being without regard to race, color, age, gender, gender identity/expression, religion, national origin, sexual orientation, ethnic background, or disability.

The University also strictly prohibits any form of retaliation or reprisal against anyone reporting allegations of harassment or discrimination, or cooperating in an investigation of such a report. Such retaliation shall be considered a serious violation of the University's nondiscrimination policy and shall be punishable by discipline up to and including termination, regardless of whether the charge of discrimination is substantiated. However, if an employee, student, or faculty member is found to have intentionally lied about a claim of discrimination, or brought a claim in bad faith, knowing that the allegation of discrimination is false, then that employee, student, or faculty member may be subject to discipline or expulsion.

Examples of prohibited retaliation include: threatening reprisals against the person who complained or cooperated in an investigation; unfairly changing a person's evaluations, assignments, grades, or working conditions; or otherwise continuing any harassment or discrimination against such person.

The University of the Arts gives equal consideration to all applicants for admission and financial aid, and conducts all educational programs, activities, and employment practices without regard to race, color, age, gender, gender identity/expression, religion, national origin, sexual orientation, ethnic background, or disability. Faculty staff should direct inquiries regarding this policy and its application to the Associate Vice President for Human Resources at (215) 717-6365. Students and applicants should direct inquiries to Student Financial Services, at (215) 717-6170.

## **SECTION 2**

### **ON-CAMPUS WORK STUDY**

#### **Student Employment and Federal and Non Federal Work Study (FWS)**

Federal Work Study (FWS) is a federally funded program administered by the University. Eligibility for this program is based upon the availability of funds to the University and the student's financial need.

#### **Non-Federal Work Study (NFWS)**

Students who do not qualify to work under the Federal Work Study program may work on-campus under the NFWS program.

The Student Financial Services Office will make a determination of the student's eligibility to earn money through the FWS program. Notification of eligibility will be included in the award letter.

An FWS award is not an offer or a guarantee of a job; it is the amount a student is eligible to earn should a student secure a job. Work study awards are not applied against the student's bill, but payment for work completed is made directly to employed students by University payroll check.

Offices and departments across campus employ students. The Job Portal will list jobs that are currently available, found through the Student Portal ([mycampus.uarts.edu](http://mycampus.uarts.edu)).

Department	Job Title	Skill Level
Supervisor Location Contact	Job Description	Wage
Admissions  Jessica Smith Admissions Welcome Center, Hamilton Hall 170 215-717-6016 <a href="mailto:jessmith@uarts.edu">jessmith@uarts.edu</a>	<b>Special Event/Audition Assistant</b>  Special Event/Audition Assistants work at the weekend Audition Days and Open House and Admit One events. They also may be asked to work for special group visits and tours throughout the academic year.  Responsibilities include (but are not limited to) directing families/potential students to designated areas, acting as a tour guide, answering questions from families/students, checking-in registered visitors, and speaking on a student panel. Must be willing to give tours outside in all weather conditions, be adept and comfortable answering questions from parents, family members, and potential students. Must be knowledgeable and enthusiastic towards UARTS and possess a friendly and professional demeanor. Must be comfortable with public speaking.  *Requires weekend availability. Flexible availability Monday-Friday is preferred.  * Requires several Saturday morning shifts October through April (must attend Audition Days as needed, Open House and Admit One)	Skill Level 1  \$8.25/hr  Skill Level 2  \$9.00/hr

	<p><b>*Work Study at Skill Level 1</b> are required to attend Open House and Admit One events (2 Saturdays a year- one in October and one in April)</p> <p><b>*Work Study at Skill Level 2</b> are required to attend Open House and Admit One events (2 Saturdays a year- one in October and one in April) AS WELL AS at least 4 Audition Days a year if needed (CPA majors only; non CPA majors can be promoted to Level 2 through experience on the job).</p> <p>*Paid mandatory training is provided before working events.</p>	
Admissions  Jessica Smith Admissions Welcome Center, Hamilton Hall 170 215-717-6016 jessmith@uarts.edu	<p><b>Student Tele-Counselor</b></p> <p>Tele-counselors do outreach via phone to prospective, applied and accepted students under supervision from Admissions staff member. Must be enthusiastic and have a positive attitude toward UARTS! Must be knowledgeable about departments and be able to answer questions about the University. Must have exceptional customer service and communication skills, especially via phone. Must possess good judgment and be able to keep information confidential. Must be able to navigate our application management data system and take detailed and organized notes on interactions with students. Other duties as assigned.</p> <p>*Hours range from 5-8 pm (Mon-Friday).</p>	Skill Level 2  \$7.75/hr
Admissions  Jessica Smith Admissions Welcome Center, Hamilton Hall 170 215-717-6016 jessmith@uarts.edu	<p><b>Student Ambassador/Admissions Assistant</b></p> <p>Student Ambassadors act as student representatives for the Admissions office and the University as a whole. Professionalism and a positive attitude towards UARTS are essential. Must be knowledgeable about the University and its various departments; must be able to answer general inquiries from prospective and applied students and their families. Responsibilities can include working Admissions events, speaking on panels, training other student tour guides, supervising students &amp; tour procedures when Admissions staff is unavailable, conducting tours, working with confidential files, contacting applicants and prospective students, data entry, writing social media and blog postings, assisting in the office as needed and other duties as assigned.</p> <p>*Hours are mostly 9am-5 pm but this varies.</p>	Skill Level 3  \$8.75/hr

	<p>*Required to attend Open House and Admit One events (2 Saturdays a year- one in October and one in April) as well as set up for the events the Fridays before</p> <p>*Required to assist with Audition Days as needed (a few Saturdays between November and April)</p> <p>NOTE: This position available only by promotion.</p>	
Admissions  Jessica Smith Admissions Welcome Center, Hamilton Hall 170 215-717-6016 jessmith@uarts.edu	<p><b>Tour Guide</b></p> <p>Must be enthusiastic and have a positive attitude towards UARTS! Must be knowledgeable about academic departments and student life /services and be able to answer questions about the University. Must be comfortable with public speaking and have a welcoming and friendly demeanor. Must be reliable and available on-call as needed.</p> <p>*Tours are scheduled daily Monday-Friday between 9 am-5 pm and tour times vary so tour guides must have some flexibility in their availability.</p> <p>*Required to work Open House and Admit One events (2 Saturdays a year- one in October and one in April) as well as event prep for 1-2 days before</p> <p>*Required to work Audition Day events as needed (several Saturdays a year November through April) and be available for event prep the day before.</p> <p><b>*Specifically looking to hire students with summer availability.</b></p>	Skill Level 3  \$10.00/hr
Admissions  Jessica Smith Admissions Welcome Center, Hamilton Hall 170 215-717-6016 jessmith@uarts.edu	<p><b>Office Assistant</b></p> <p>General office duties include filing, photocopying, preparing bags/folders/mailings, typing, running errands, restocking materials, moving boxes or materials, and answering telephones. Other duties as assigned by supervisor.</p> <p><b>*Specifically looking to hire students with summer availability.</b></p>	Skill Level 3  \$10.00/hr

Advising Center  Christy (Blanca) Gonzalez  Gershman Hall, 207 401 S. Broad St. 215-717-6820 cgonzalez@uarts.edu	Office Assistant  General office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones.	Skill Level 1  \$7.25/hr
Advising Center  Christy (Blanca) Gonzalez  Gershman Hall, 207 401 S. Broad St. 215-717-6820 cgonzalez@uarts.edu	Peer Mentor  Serve as leaders and role models for new AAP students by coordinating group social/cultural activities and connecting new students to UARTS community. Serve as Connect Program Leaders. Selected through a competitive application process. Must be successful academically and possess excellent leadership and communication skills.	Skill Level 2  \$7.75/hr
Advising Center  Christy (Blanca) Gonzalez  Gershman Hall, 207 401 S. Broad St. 215-717-6820 cgonzalez@uarts.edu	Peer Tutor (varying subjects)  Must attend initial tutor training & training meetings throughout the academic year; plan one-hour tutoring sessions, working one-on-one with students, writing bi-weekly tutor reports and end of semester evaluations and communicating with students' instructors. Must be available minimum of TWO hours per week. *University will run background check upon hiring	Skill Level 2  \$7.75/hr
Advising Center  Christy (Blanca) Gonzalez  Gershman Hall, 207 401 S. Broad St. 215-717-6820 cgonzalez@uarts.edu	Lead Tutor  Available to Seniors and Grad students who are able to tutor writing and a variety of liberal arts, or all subjects in major discipline. This position requires more skill and knowledge than the peer tutor position. *University will run background check upon hiring	Skill Level 3  \$8.75/hr
Advising Center  Christy (Blanca) Gonzalez  Gershman Hall, 207 401 S. Broad St. 215-717-6820 cgonzalez@uarts.edu	Writing Fellow  Providing continuing writing support and instruction to advancing students.  The Writing Fellow position is only offered to a select group of Writing Tutors. The Writing Fellows, as do Lead Tutors, must demonstrate ability to tutor all liberal arts and must be able to tutor all levels of undergraduate and graduate students. However, they must have taken <i>Texts and Contexts</i> , performed above average in the course, and be recommended by <i>Texts and Contexts</i> faculty. The Writing Fellows will be assigned to one or two <i>Texts and Contexts</i> class(es) each semester. They must meet with the faculty at the beginning of the semester and at mid-term. They will work one-on-one with each student of their assigned classes for TWO-30 minute sessions (25-50 hours) at the end of the semester for final	Skill Level 3  \$10.00/hr

	<p>papers. The Writing Fellows program is administered and supported by both the Advising Center and Liberal Arts department.</p> <p>*University will run background check upon hiring</p>	
Art & Design Education  Rande Blank Hamilton Hall, 330 215-717-6050 rblank@uarts.edu	<p>Office Assistant</p> <p>Responsibilities include clerical duties (such as filing, typing, copying, faxing,) Computer technology (spreadsheets, data entry, power point, department newsletter) Program Support (workshops and meetings); Installing art work for gallery exhibition. Undergraduates or graduate students with experience in Art &amp; Design Ed. preferred.</p>	<p>Skill Level 3</p> <p>\$10.00-\$12.00/hr</p>
Art & Design Education  Rande Blank Hamilton Hall, 330 215-717-6050 rblank@uarts.edu	<p>Assistant to Chair/Directors of Art &amp; Design Ed.</p> <p>Responsibilities include clerical duties (such as filing, typing, copying, faxing,) Computer technology (spreadsheets, data entry, power point, department newsletter) and Program Support (workshops and meetings).</p> <p>Graduate students with experience in Art &amp; Design Ed. preferred.</p>	<p>Skill Level 3</p> <p>\$10.00-\$12.00/hr</p>
Book Arts & Printmaking (MFA)  Lauren McDonald Anderson Hall, 202 215-717-6299 Lmcdonald@uarts.edu	<p>Student Classroom Assistant (SCA)</p> <p>Every graduate student has the opportunity to apply to serve as a classroom assistant in our undergrad book, print and papermaking classes as part of the MFA program. The SCA's work closely with faculty to assist in the classroom, prepare materials prior to class and prepare and teach one component during the course. Classes range from 3 to 6 hours.</p> <p>*For Graduate students within the MFA Book Arts + Printmaking department ONLY</p>	<p>Skill Level 3</p> <p>\$12.00 - \$15.00/hr</p> <p>*dependent on experience</p>
Book Arts & Printmaking (MFA)  Lauren McDonald Anderson Hall, 202 215-717-6299 Lmcdonald@uarts.edu	<p>Letterpress Studio Shop Tech</p> <p>Oversees the letterpress studios on the 6th floor and Mezzanine in Anderson Hall. Prepares studios for classes, stocks all necessary supplies, reports any maintenance issues, distributes type, and other duties as assigned by the letterpress instructors.</p> <p>*For Graduate students within the MFA Book Arts + Printmaking department ONLY</p>	<p>Skill Level 3</p> <p>\$12.00 - \$15.00/hr</p> <p>*dependent on experience</p>
Book Arts & Printmaking (MFA)  Lauren McDonald Anderson Hall, 202 215-717-6299 Lmcdonald@uarts.edu	<p>Bindery Assistant</p> <p>Oversees the graduate bindery and papermaking studio on the 2nd floor of Anderson Hall. Prepares studios for classes, stocks all necessary supplies,</p>	<p>Skill Level 3</p> <p>\$12.00 - \$15.00/hr</p> <p>*dependent on experience</p>

	<p>reports any maintenance issues, and other duties as assigned by the graduate book binding instructors while supervising Papermaking Studio assistant.</p> <p>*For Graduate students within the MFA Book Arts + Printmaking department ONLY</p>	
Book Arts & Printmaking (MFA)  Lauren McDonald Anderson Hall, 202 215-717-6299 <a href="mailto:Lmcdonald@uarts.edu">Lmcdonald@uarts.edu</a>	<p>Papermaking Studio Teaching Assistant</p> <p>Oversees the graduate papermaking studio on the 2nd floor of Anderson Hall. Prepares pulp for classes, stocks all necessary supplies, reports any maintenance issues, and other duties as assigned by the papermaking professor.</p> <p>*For Graduate students within the MFA Book Arts + Printmaking department ONLY</p>	<p>Skill Level 3</p> <p>\$12.00 - \$15.00/hr *dependent on experience</p>
Book Arts & Printmaking (MFA)  Lauren McDonald Anderson Hall, 202 215-717-6299 <a href="mailto:Lmcdonald@uarts.edu">Lmcdonald@uarts.edu</a>	<p>Printmaking Shop Tech</p> <p>Assists the printmaking technician with the maintenance of printmaking studios on the 5th and 6th floor in Anderson Hall. Prepares studios for classes, stocks all necessary supplies, reports any maintenance issues, keeps the studios orderly, and other duties as assigned by the printmaking technician.</p> <p>*For Graduate students within the MFA Book Arts + Printmaking department ONLY</p>	<p>Skill Level 3</p> <p>\$12.00 - \$15.00/hr *dependent on experience</p>
Book Arts & Printmaking (MFA)  Lauren McDonald Anderson Hall, 202 215-717-6299 <a href="mailto:Lmcdonald@uarts.edu">Lmcdonald@uarts.edu</a>	<p>Digital Lab Assistant</p> <p>Oversees the Graduate Digital Lab on the 2nd floor of Anderson Hall. Prepares Lab for classes, stocks all necessary supplies, monitors Epsom printers, and reports any maintenance issues.</p> <p>*For Graduate students within the MFA Book Arts + Printmaking department ONLY</p>	<p>Skill Level 3</p> <p>\$12.00 - \$15.00/hr *dependent on experience</p>
Bookstore (UArts Store)  Christopher Robertson 307 S. 13 <sup>th</sup> St. (13th & Spruce) 215-717-6833 <a href="mailto:eo.shop@uarts.edu">eo.shop@uarts.edu</a>	<p>Sales Artist</p> <p>A basic sales associate position that does not require prior retail experience. Upon receiving training, responsibilities will include restocking merchandise, general maintenance (i.e. vacuuming, dusting, etc.), minor cash handling, minor data entry, and engaging with/aiding customers. Availability to work weekends and after hours as needed for events is a plus. (Requires ability to lift up to 25lbs.)</p>	<p>Skill Level 1</p> <p>\$7.25/hr</p>
Bookstore (UArts Store)  Christopher Robertson 307 S. 13 <sup>th</sup> St. (13th & Spruce) 215-717-6833 <a href="mailto:eo.shop@uarts.edu">eo.shop@uarts.edu</a>	<p>Fulfillment Sales Artist</p> <p>A step above the basic Sales Artist requirements that includes additional knowledge of the receiving, shipping, and returns process and well as handling fulfillment of customer orders via the University's Online Store. At least one year as a Sales Artist - or prior retail experience - is required. Availability to</p>	<p>Skill Level 2</p> <p>\$7.50/hr</p>

	work weekends and after hours as needed for events is a plus. (Requires ability to lift up to 25lbs.)	
Bookstore (UArts Store)  Christopher Robertson 307 S. 13 <sup>th</sup> St. (13th & Spruce) 215-717-6833 <a href="mailto:eo.shop@uarts.edu">eo.shop@uarts.edu</a>	Communications Sales Artist  In addition to knowing the Sales Artist and Fulfillment Sales Artist roles, this small leadership role requires knowledge of - and working with - current social media platforms, creating visually engaging physical and digital advertisements for the Store - all in conjunction with Store management. This position is also responsible for training Sales Artists and Fulfillment Sales Artists. At least one year as a Sales Artist or Fulfillment Artist - or advanced retail experience - is required. Must be available to work weekends and after hours as needed. (Requires ability to lift up to 25lbs.)	Skill Level 2  \$7.75/hr
Bookstore (UArts Store)  Christopher Robertson 307 S. 13 <sup>th</sup> St. (13th & Spruce) 215-717-6833 <a href="mailto:eo.shop@uarts.edu">eo.shop@uarts.edu</a>	Lead Sales Artist  This leadership role requires at least one year in the Sales Artist or Fulfillment Sales Artist position as well as one year in the Communications Sales Artist position - or substantial retail and leadership experience. Under the supervision of Store management, this position handles all of the responsibilities of the previous positions with the addition of minor Store operations such as opening and closing procedures, advanced cash handling, event coordination, and advanced data entry. Must be available to work weekends and after hours as needed. (Requires ability to lift up to 25lbs.)	Skill Level 3  \$8.75/hr
CAMD Core Studies  Jake Bradbury Anderson Hall, 303 215-717-6209 <a href="mailto:cbradbury@uarts.edu">cbradbury@uarts.edu</a>	Office Assistant  General office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones.	Skill Level 1  \$7.25/hr
CAMD Core Studies  Jake Bradbury Anderson Hall, 303 215-717-6209 <a href="mailto:cbradbury@uarts.edu">cbradbury@uarts.edu</a>	Visual Resource Center Monitor  Open & closes lab, maintains reasonable cleanliness of lab, organizes, maintains and secures nature lab objects, performs periodic inventory of objects, reports problems to office, assists students and faculty when needed.	Skill Level 1  \$7.25/hr
CAMD Core Studies  Elizabeth (Lola) Buck Anderson Hall, 314 215-717-6643 <a href="mailto:esauper@uarts.edu">esauper@uarts.edu</a>	Core Studies Wood Shop Monitor  Assist shop users with machinery and safety. Maintain shop. Accept payment for shop resale. Requires regular schedule. Will train. Sophomores-Seniors welcome to apply.	Skill Level 2  \$7.75/hr

CAMD Core Studies  Elizabeth (Lola) Buck Anderson Hall, 314 215-717-6643 <a href="mailto:esauper@uarts.edu">esauper@uarts.edu</a>	Senior Core Studies Wood Shop Assistant  This position requires <u>two</u> prior years of experience in the Core Studies Wood shop. Duties include aiding in maintaining shop and shop tools/machines, training of incoming work-study students, assisting students with machinery and safety, and accepting payment for shop resale. Regular schedule is required.	Skill Level 3  \$8.75/hr
CAMD Core Studies  Jake Bradbury Anderson Hall, 303 215-717-6209 <a href="mailto:cbradbury@uarts.edu">cbradbury@uarts.edu</a>	Computer Lab Technical Assistant  Guide students in operation of software packages including Macromedia Flash, Photoshop, Illustrator, Bryce, iMovie, etc. The technical assistant reports to the faculty and may assist in creating assignments. Will stage equipment and report lab equipment problems to Academic Computing as needed.	Skill Level 3  \$8.75/hr
Campus Life  Kristen Burkett Hamilton Hall, 151 215-717-6615 <a href="mailto:kburkett@uarts.edu">kburkett@uarts.edu</a>	Office Assistant  General office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones.	Skill Level 1  \$7.25/hr
Campus Life  Kristen Burkett Hamilton Hall, 151 215-717-6615 <a href="mailto:kburkett@uarts.edu">kburkett@uarts.edu</a>	Orientation Assistant  Duties related to New Student Orientation including move-in help (assist orientation leaders bringing new students' items into residence halls), running errands, disseminating information, pre & post orientation activities. Heavy lifting is required.	Skill Level 1  \$7.25/hr
Campus Life  Kristen Burkett Hamilton Hall, 151 215-717-6615 <a href="mailto:kburkett@uarts.edu">kburkett@uarts.edu</a>	Activities Assistant  Assists in organizing Student Activities sponsored events. Primary duties include planning, advertising, and manning various weekends and evening events during the academic year. Includes some general office duties.	Skill Level 2  \$7.75/hr
Campus Life  Kristen Burkett Hamilton Hall, 151 215-717-6615 <a href="mailto:kburkett@uarts.edu">kburkett@uarts.edu</a>	Summer Activities Coordinator (Summer only)  Requires at least one year as an Activities Assistant organizing events sponsored by the Student Activities Office. The Summer Coordinator is required to supervise Pre-college students during all scheduled activities.  *University will run Act 153 clearances upon hiring	Skill Level 2  \$7.75/hr
Campus Life  Kristen Burkett Hamilton Hall, 151 215-717-6615 <a href="mailto:kburkett@uarts.edu">kburkett@uarts.edu</a>	Summer Orientation Leader (Spring & Summer only)  Spring and summer employment. Requires at least one year as an Orientation Leader. Supervises the OL team. Prepares for summer OL activities in the months prior to Orientation and OL training.	Skill Level 2  \$7.75/hr

	*University will run Act 153 clearances upon hiring	
Campus Life  Kristen Burkett Hamilton Hall, 151 215-717-6615 <a href="mailto:kburkett@uarts.edu">kburkett@uarts.edu</a>	Intramurals Coordinator  The Intramurals Coordinator is critical in organizing and facilitating weekly intramurals events in addition to creating and distributing communications and marketing initiatives. The Intramurals Coordinator greets students as they arrive, makes sure students sign waivers, enforces all intramural and 12 <sup>th</sup> St. Gym policies, rules and regulations, promotes through social media and tabling and represents the Office of Student Life and UArts in a positive manner.	Skill Level 2  \$8.25/hr
Career Services  Elisa Seeherman Gershman Hall, 312 215-717-6075 <a href="mailto:eseeherman@uarts.edu">eseeherman@uarts.edu</a>	Data Entry/Office Assistant  <ul style="list-style-type: none"> <li>- Enters and approves employers and opportunities in the UArtsCareers system.</li> <li>- Greets and checks-in students, alumni and other visitors.</li> <li>- Answers phones and takes accurate messages.</li> <li>- Conducts thorough online research relevant to special projects.</li> <li>- Assists with preparing and running annual career fairs.</li> <li>- Performs general office duties which may include photocopying, preparing mailings, and running errands.</li> </ul>	Skill Level 1  \$7.25/hr
Career Services  Elisa Seeherman Gershman Hall, 312 215-717-6075 <a href="mailto:eseeherman@uarts.edu">eseeherman@uarts.edu</a>	Junior Data Entry/Office Assistant  Must have prior experience as a Data Entry/Office Assistant in Career Services.  <ul style="list-style-type: none"> <li>- Enters and approves employers and opportunities in the UArtsCareers system.</li> <li>- Greets and checks-in students, alumni and other visitors.</li> <li>- Answers phones and takes accurate messages.</li> <li>- Conducts thorough online research relevant to special projects.</li> <li>- Assists with preparing and running annual career fairs.</li> <li>- Performs general office duties which may include photocopying, preparing mailings, and running errands.</li> <li>- Assists in training new office assistants in protocols and procedures.</li> </ul>	Skill Level 1  \$7.75/hr
Ceramics  Jason Starin Furness Studios 215-717-6235	Shop Monitor  Responsible for end of day studio clean up and monitoring studio in the evenings.	Skill Level 1  \$7.25/hr

jstarin@uarts.edu		
Ceramics  Jason Starin Furness Studios 215-717-6235 jstarin@uarts.edu	Studio Assistant  Assist with duties related to production of ceramic objects such as loading and unloading kilns, mixing glazes, weighing out chemicals for resale, recycling clay, unloading deliveries and cleaning the studio. Technical knowledge desired.	Skill Level 2  \$7.75/hr
Ceramics  Jason Starin Furness Studios 215-717-6235 jstarin@uarts.edu	Shop Supervisor Assistant  Assist shop supervisor with daily tasks. Helping with repairs of all equipment, such as kilns and clay mixers. Students will maintain resale hours on a daily basis, which includes selling clay and tools to students. Technical knowledge is required.	Skill Level 3  \$8.75/hr
College of Critical & Professional Studies  Yasmine El Gheur Terra Hall, 801 Phone #6260 Email yelgheur@uarts.edu	School of Critical Studies  Dependable, diligent and detail-oriented persons only need apply.  Provide phone and customer service support. Assist office staff and faculty with program registration and course preparation. Excellent customer service skills required. Copying, filing, word processing and computer skills required.  Hours available: 11:30am-2pm (Mon- Fri)	Skill Level 1/2  \$7.25-\$7.50/hr
College of Critical & Professional Studies:  Pre-College Saturday School  Shannon Gingell Gershman Hall, 206 215-717-6097 sgingell@uarts.edu	Weekend Office Assistant  Saturday morning office assistant positions available from (8:30am-1:30pm) for <u>eight consecutive weekends</u> each fall/spring semester.  Diligent, detail-oriented, and DEPENDABLE individual need only apply.  Great customer service, answering phone calls, copying, filing, word processing, shopping for class supplies, organizing of supply closets, delivery and pick-up of materials between campus buildings, assisting CCPS staff in providing support to faculty as needed for Pre College Saturday School courses.  Computer skills are required for this position.  * University will run Act 153 Clearances upon hiring	Skill Level 3  \$7.75 - \$8.75 *depending on experience + seniority
College of Critical & Professional Studies  Melissa DiGiacomo Gershman Hall, 205	College of Critical & Professional Studies Office Receptionist  Dependable, diligent and detail-oriented persons only need apply.	Skill Level 2/3  \$7.50/-\$7.75hr

Phone #6089 Email: mdigiacomo@uarts.edu	Provide phone and customer service support. Assist office staff and faculty with program registration and course preparation. Excellent customer service skills required. Copying, filing, word processing and computer skills required. Hours available: 10am – 5pm (Mon- Fri)	
College of Critical & Professional Studies:  Continuing Education dept.  Caitlin Perkins Gershman Hall, 205 215-717-6093 cperkins@uarts.edu	Student Classroom Assistant (SCA): Jewelry  Assist students and the instructor with shop materials, resale, and safety during class meetings. Maintain shop. Must be approved by Crafts dept., have jewelry skills and handle tasks professionally with adults.	Skill Level 3  \$8.75/hr *dependent on experience
College of Critical & Professional Studies:  Pre-College Summer Institute/Pre-College Saturday School  Shannon Gingell Gershman Hall, 206 215-717-6097 sgingell@uarts.edu	Studio Classroom Assistant (SCA)  A Student Classroom Assistant for the Pre-College Saturday School, Saturday Arts Lab and/or Summer Institute reports to the Director of the Pre-College program and is responsible for the following: <ul style="list-style-type: none"><li>- Supervises students in the absence of the instructor and at the instructor's discretion</li><li>- Assists in the facilitation of activities and/or use of specialized equipment during class</li><li>- Attends and supervises program field trips</li><li>- Attends the student orientation and final reading/ performance/ exhibition for the particular course/ program he/ she is assigned</li></ul> * University will run Act 153 Clearances upon hiring	Skill Level 3  \$10.00/hr *dependent on experience
College of Critical & Professional Studies:  Pre-College Summer Institute  Shannon Gingell Gershman Hall, 206 215-717-6097 <u>sgingell@uarts.edu</u>	Summer Institute Office Assistant  Weekday office assistant position(s) available during the summer semester (approximately end of May - mid-August). Shifts may be scheduled from Mon-Fri, 8:30-5:30, with occasional evening and weekend hours needed as well.  Diligent, detail-oriented, and DEPENDABLE individual need only apply.  Great customer service, answering phone calls, copying, filing, word processing, shopping for class supplies, organizing of supply closets, delivery and pick-up of materials between campus buildings, assisting CCPS staff in providing support to faculty as needed for Pre College Saturday School courses.  Computer skills are required for this position.	Skill Level 2/3  \$7.75 - \$8.75 *depending on experience + seniority

	* University will run Act 153 Clearances upon hiring	
CPA Production (College of Performing Arts)  LeVonne Lindsay Gershman Hall CSTMSHP 215-717-6445 <a href="mailto:llindsay@uarts.edu">llindsay@uarts.edu</a>  Matthew Groeneveld Juniper Residence Hall 215-717-6955 <a href="mailto:mgroeneveld@uarts.edu">mgroeneveld@uarts.edu</a>	CPA Production Assistant  Assist with general duties related to stage productions and maintenance. Skills needed: carpentry, painting, lighting, sewing and/or crafts. Strong organization skills needed for non-sewing or creative tasks. Non-Theater majors welcome.	Skill Level 1  \$7.25/hr
CPA Production (College of Performing Arts)  LeVonne Lindsay Gershman Hall CSTMSHP 215-717-6445 <a href="mailto:llindsay@uarts.edu">llindsay@uarts.edu</a>  Matthew Groeneveld Juniper Residence Hall 215-717-6955 <a href="mailto:mgroeneveld@uarts.edu">mgroeneveld@uarts.edu</a>	Junior CPA Production Assistant  At least one year's experience as Production Assistant is necessary. Students will assist with more advanced duties related to stage productions and maintenance. Skills needed: Intermediate carpentry, painting, lighting, sewing and/or crafts. Strong organization skills needed for non-sewing or creative tasks. Non-Theater majors welcome	Skill Level 2  \$7.75/hr
CPA Production (College of Performing Arts)  LeVonne Lindsay Gershman Hall CSTMSHP 215-717-6445 <a href="mailto:llindsay@uarts.edu">llindsay@uarts.edu</a>  Matthew Groeneveld Juniper Residence Hall 215-717-6955 <a href="mailto:mgroeneveld@uarts.edu">mgroeneveld@uarts.edu</a>	CPA Production Coordinator  Assist production staff and oversee production crew. Skills needed: Advanced carpentry, painting, lighting, sewing and/or crafts. Strong organization skills needed for non-sewing or creative tasks. Non-Theater majors welcome.	Skill Level 3  \$8.75/hr
Crafts & Material Studies: Fibers  Hailey Bryant Anderson 513 215-717-6355 <a href="mailto:hbryant@uarts.edu">hbryant@uarts.edu</a>	Studio Assistant  No prior experience necessary Some training required. This job includes cleaning both machines and tools, maintaining work areas, running errands, helping with inventory, and light repair work. Resale work is also a part of this job description.	Skill Level 1  \$7.25/hr
Crafts & Material Studies:	Shop Monitor	Skill Level 2

Fibers  Hailey Bryant Anderson 513 215-717-6355 <a href="mailto:hbryant@uarts.edu">hbryant@uarts.edu</a>	Monitor shops in various crafts areas (ceramics, metals, et cetera), answer questions. Must have sufficient technical knowledge, reliability, and responsibility to work independently	\$7.75/hr
Crafts & Material Studies: Fibers  Hailey Bryant Anderson 513 215-717-6355 <a href="mailto:hbryant@uarts.edu">hbryant@uarts.edu</a>	Shop Supervisor Assistant  Assists shop supervisor and faculty with daily tasks. Helps with repair of equipment. Technical knowledge required. Students maintain resale hours. Must be able to be present to assist faculty during certain classes.	Skill Level 3  \$8.75/hr
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Crafts & Material Studies: Glass  Laura Beth Konopinski Hamilton Hall 160 215-717-6105 <a href="mailto:ikonopinski@uarts.edu">ikonopinski@uarts.edu</a>	Shop Monitor  The primary responsibility of the Glass Shop Monitor is to supervise the safety of students who utilize the Cold Glass Shop during Open Studio hours. Additional tasks will be required. Some shop knowledge and technical experience is necessary. The most qualified candidates have taken Intro to Glass in a previous semester. Must have some equipment/technical inclination, along with a strong responsibility to uphold safety protocol. Applicants should be open to learning and understanding studio equipment and technical processes in order to be successful in this position.  Pay is based on experience. Submit a short cover letter which includes your relevant work experience.  Please contact the Supervisor with any questions.	Skill Level 2  \$7.75/hr
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Crafts & Material Studies: Jewelry/Metals  Luci Jockel Anderson Hall, 502 215-717-6124 <a href="mailto:ljockel@uarts.edu">ljockel@uarts.edu</a>	Studio Assistant  No prior experience necessary. Some training required. This job includes cleaning both machines and tools, maintaining work areas, running errands, helping with inventory, and light repair work. Resale work is also a part of this job description.	Skill Level 1  \$7.25/hr
Crafts & Material Studies: Jewelry/Metals  Luci Jockel Anderson Hall, 502 215-717-6124 <a href="mailto:ljockel@uarts.edu">ljockel@uarts.edu</a>	Shop Monitor  Monitor shops in various crafts areas (ceramics, metals, et cetera), answer questions. Must have sufficient technical knowledge, reliability, and responsibility to work independently.	Skill Level 2  \$7.75/hr
Crafts & Material Studies: Jewelry/Metals	Junior Studio Assistant	Skill Level 2  \$7.75/hr

Luci Jockel Anderson Hall, 502 215-717-6124 <a href="mailto:ljockel@uarts.edu">ljockel@uarts.edu</a>	Prior experience and familiarity with the Jewelry/Metals Studio necessary. May require knowledge of specific processes or techniques. Tasks may also include general care/maintenance and cleaning of the shop.	
Crafts & Material Studies: Jewelry/Metals  Luci Jockel Anderson Hall, 502 215-717-6124 <a href="mailto:ljockel@uarts.edu">ljockel@uarts.edu</a>	Shop Supervisor Assistant  Assists shop supervisor and faculty with daily tasks. Helps with repair of equipment. Technical knowledge required. Students maintain resale hours. Must be able to be present to assist faculty during certain classes.	Skill Level 3  \$8.75/hr
Crafts & Material Studies: Jewelry/Metals  Luci Jockel Anderson Hall, 502 215-717-6124 <a href="mailto:ljockel@uarts.edu">ljockel@uarts.edu</a>	Jewelry/Metals Associate – <i>Art Unleashed</i>  Assists shop supervisor and faculty with the setup and/or operations of the Jewelry/Metals area of <i>Art Unleashed</i> event. Responsibilities may include inventory, preparation, set-up, display, sales, security, packaging and removal of work related to <i>Art Unleashed</i> . The ability to work independently is expected and a strong background in the field is a necessity.	Skill Level 3  \$8.75/hr
Crafts & Material Studies: Wood  Tara Inman-Bellofatto Anderson Hall, 404 215-717-6601 <a href="mailto:tinmanbellofatto@uarts.edu">tinmanbellofatto@uarts.edu</a>	Shop Assistant  Perform tasks around the shop per shop supervisor's request. Tasks will involve maintenance of facility and equipment. Student will work independently.	Skill Level 1  \$7.25
Crafts & Material Studies: Wood  Tara Inman-Bellofatto Anderson Hall, 404 215-717-6601 <a href="mailto:tinmanbellofatto@uarts.edu">tinmanbellofatto@uarts.edu</a>	Wood Shop Monitor  Monitor wood shop; answer questions, various tasks as needed. Must have sufficient technical knowledge, reliability, and responsibility to work independently.	Skill Level 2  \$7.75/hr
Crafts & Material Studies: Wood  Tara Inman-Bellofatto Anderson Hall, 404 215-717-6601 <a href="mailto:tinmanbellofatto@uarts.edu">tinmanbellofatto@uarts.edu</a>	Senior Shop Assistant  Assists the Shop Supervisor in all aspects of shop coordination. Train assistants and monitors, and helps to maintain critical safety instruction for those working with students.	Skill Level 3  \$8.75/hr
Dance  Jennifer McGinn Terra Hall, 312 215-717-6580 <a href="mailto:jmcginn@uarts.edu">jmcginn@uarts.edu</a>	Office Assistant  General office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones.	Skill Level 1  \$7.25/hr
Dance	Junior Office Assistant	Skill Level 2

Jennifer McGinn Terra Hall, 312 215-717-6580 <a href="mailto:jmcginn@uarts.edu">jmcginn@uarts.edu</a>	General office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones. *Additional duties and 1 year prior experience in the dance office required for this position.	\$7.75/hr
Dance  Jennifer McGinn Terra Hall, 312 215-717-6580 <a href="mailto:jmcginn@uarts.edu">jmcginn@uarts.edu</a>	Senior Office Assistant  General office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones. *Additional duties and 2 years prior experience in the dance office required for this position.	Skill Level 3  \$8.75/hr
Dance  Jennifer McGinn Terra Hall, 312 215-717-6580 <a href="mailto:jmcginn@uarts.edu">jmcginn@uarts.edu</a>	Finance and Scheduling Assistant  Assists the School of Dance Administrative team with preparing financial paperwork and the scheduling of rehearsals, classes and events. *This position is offered to graduate students only.	Skill Level 3  \$15.00/hr
Office of Educational Accessibility  Kelly Deasy Gershman Hall, 204 215-717-6616 <a href="mailto:kdeasy@uarts.edu">kdeasy@uarts.edu</a>	Office Assistant  *Graduate Students ONLY*  This position serves as integral support for the Office of Educational Accessibility. The successful applicant will have computer proficiency, knowledge of accessibility tools and technology aids for student success, and basic research capabilities. This position may require office work such as filing, printing, emailing. Adherence to confidentiality standards, attention to detail, and creative problem-solving abilities required. Ability to work independently and ability to assist students individually required.	Skill Level 3  \$9.75/hr
Facilities  Desiree DeLuca Spruce Hall, Mezzanine 1228 Spruce St. 215-717-6826 <a href="mailto:ddeluca@uarts.edu">ddeluca@uarts.edu</a>	Facilities Assistant (Summer position only)  Performs routine painting as directed throughout campus. Responsibilities include: Completes painting projects as assigned to include patching and sanding of surfaces, priming and finish coats. Takes care to protect floors, trim, hardware, switches/outlets and furnishings within work area. Utilizes appropriate tools and paint finishes. Cleans work area, tools and storage area at the end of each shift. Maintains consistent attendance and professional appearance. Adheres to University Policies and Safety procedures. Other related tasks as assigned. Qualifications: Prior painting experience is helpful, though not required. Demonstrated customer service skills a must.	Skill Level 3  \$10.00/hr

Fine Arts: Gallery: Rosenwald-Wolf Gallery  Michael Ciervo Anderson Hall ROSWOLF 215-717-6480 mciervo@uarts.edu	Gallery Assistant / Front Desk  Responsibilities include but are not limited to: Opening, closing, and monitoring the gallery. Greeting visitors and presenting an informed and pleasant demeanor when interacting with the public. Light clerical duties (making copies, running errands). Maintaining an orderly and clean front desk and gallery. Keeping the mailing list up to date with all new entries and changes (per request). Providing daily support to gallery staff (including minor assistance with installation, de-installation, and packing). Assist with setup and close of opening receptions (per request).	Skill Level 2  \$7.75/hr
Fine Arts: Art (School of Art)  Lisa Scarpello Anderson Hall, 806 215-717-6495 <a href="mailto:lscarpello@uarts.edu">lscarpello@uarts.edu</a>	Special Events Assistant  The School of Art is looking for friendly, independent, flexible and reliable students to assist with visiting artist lectures, student exhibitions and thesis shows, Open House, Admit One and other departmental events that arise. Duties may include making labels, assisting with gallery installations, hanging flyers/posters, photocopying, helping with event set up, and running errands. Hours can vary and be event-specific, including evening and/or weekends. Special Events Assistant will work directly with the School of Art Director and the School of Art Administrative Assistant. Will train.	Skill Level 2  \$7.75/hr
Fine Arts Painting + Drawing  Lisa Scarpello Anderson Hall, 806 215-717-6495 <a href="mailto:lscarpello@uarts.edu">lscarpello@uarts.edu</a>	Printing Studio and Gallery Senior Assistant  This position is open to Seniors in the Painting + Drawing Program who have previously worked as a Studio and Gallery Assistant for one year. It requires significant experience with painting materials and professional gallery practices. This position is a continuation of the responsibilities of the Studio and Gallery Assistant with additional assignments requiring less supervision and more initiative. Dependability, conscientiousness and strong communication skills are absolutely essential.	Skill Level 3
Graphic Design  Jacqueline Dugan Terra Hall, 1312 215-717-6225 <a href="mailto:jdugan@uarts.edu">jdugan@uarts.edu</a>	Graphic Design Promotional Assistant  Design, print, and post promotional materials and e-blasts for Graphic Design events such as lectures, guest critiques, and studio visits Post and monitor promotional content on Graphic Design Instagram page Photograph classroom crits, workshops, and events for future publicity purposes	Skill Level 2  \$7.75/hr

	Assist in large format printing and mounting of promotional signage for lectures and events	
Graphic Design  Jacqueline Dugan Terra Hall, 1312 215-717-6225 <a href="mailto:jdugan@uarts.edu">jdugan@uarts.edu</a>	Junior Office Assistant  Requires knowledge of general office duties, which may include filing, photocopying, preparing mailing, typing, running errands, and answering telephones. *Requires 2 years of experience in the Graphic Design office.	Skill Level 2  \$7.75/hr
Health Services  Emily Steinfeld Gershman Hall, 306 215-717-6652 <a href="mailto:esteinfeld@uarts.edu">esteinfeld@uarts.edu</a>	Office Assistant  Responsibilities include general office duties such as filing, photocopying, running errands, stuffing envelopes, typing, assisting with set-ups, occasionally staffs the front desk including greeting visitors, and assisting with check-in process, and completing other tasks under the direction of the supervisor.	Skill Level 1  \$7.25/hr
Illustration  Rosae Reeder Anderson Hall, 7 <sup>th</sup> fl. 215-717-6240 <a href="mailto:rreeder@uarts.edu">rreeder@uarts.edu</a>	Office Assistant  General office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones. Assisting with the Richard C. von Hess Illustration Gallery exhibitions and mailings.	Skill Level 1  \$7.25/hr
Industrial Design: Shop  Justin Bernard Terra Hall, 5 <sup>th</sup> fl. 215-717-6257 <a href="mailto:justbernard@uarts.edu">justbernard@uarts.edu</a>	Shop Monitor  ID Shop Monitor must have knowledge of safe use of all equipment in shop. Supervises other students in shop to insure safety. Check hand tools in and out. Report problems. Clean shop. Perform other tasks as assigned.	Skill Level 1  \$7.25/hr
Industrial Design: Shop  Justin Bernard Terra Hall, 5 <sup>th</sup> fl. 215-717-6257 <a href="mailto:justbernard@uarts.edu">justbernard@uarts.edu</a>	Shop Tech  The Shop Tech position has the same responsibilities as the Shop Monitor position with some additional duties.  They should be fully trained on all of the equipment in the ID Shop with the exclusion of the Laser Cutter, CNC, and 3D Printer.  They are responsible for assisting students with their shop related work, including proper use of equipment, materials, and hand tools. They are to report any issues or problems to the Shop Supervisor or the Shop Supervisor Assistant.  The Shop Tech may also need to work nights and weekends.	Skill Level 2  \$7.75/hr
Industrial Design: Shop	Shop/Material Library Technician	Skill Level 2

Justin Bernard Terra Hall, 5 <sup>th</sup> fl. 215-717-6257 <a href="mailto:justbernard@uarts.edu">justbernard@uarts.edu</a>	Promote and facilitate a safe working environment and proper use of Materials Library and Printing facility. Student must possess a full understanding of the shop/library machinery, materials and resources. Duties will include but are not limited to shop organization, opening and closing of facilities, overall cleanliness and order.	\$7.75/hr
Industrial Design: Office  Phil Holcombe Terra Hall, 5 <sup>th</sup> fl. 215-717-6250 <a href="mailto:aschmidtullrich@uarts.edu">aschmidtullrich@uarts.edu</a>	Graphic Assistant <ul style="list-style-type: none"> <li>- Design + Dissemination of Dept. information on the ID Dept. floor, UArts campus and around the city</li> <li>- Creating and updating of graphic materials for dept.</li> <li>- Blog writing</li> <li>- Updating and researching local and University events on dept. announcement board</li> <li>- Light office duties with dept. director, admin team, and faculty</li> <li>- Support for special events</li> </ul>	Skill Level 2  \$7.75/hr
Industrial Design: Office  Phil Holcombe Terra Hall, 5 <sup>th</sup> fl. 215-717-6250 <a href="mailto:aschmidtullrich@uarts.edu">aschmidtullrich@uarts.edu</a>	Exhibition Assistant <ul style="list-style-type: none"> <li>- Design collaboration with faculty upcoming on/off campus design exhibitions</li> <li>- Design + construction of physical devices for exhibiting ID program work in public spaces</li> <li>- ID related design-build work on Terra 5 as needed</li> <li>- Additional and related graphic information design support as needed</li> <li>- Other duties as needed around the ID dept.</li> </ul>	Skill Level 2  \$7.75/hr
Industrial Design: Office  Phil Holcombe Terra Hall, 5 <sup>th</sup> fl. 215-717-6250 <a href="mailto:aschmidtullrich@uarts.edu">aschmidtullrich@uarts.edu</a>	Graphic Assistant/Recruitment <ul style="list-style-type: none"> <li>- Design + dissemination of dept. information on the ID dept. floor, UArts Campus and around the city</li> <li>- Creating and updating of graphic materials for dept.</li> <li>- Blog writing</li> <li>- Recruitment research and outreach to local/regional high schools</li> <li>- Updating and researching local and University events on dept. announcement board</li> <li>- Light office duties with dept. director, admin team, and faculty</li> <li>- Support for special events</li> </ul>	Skill Level 3  \$8.75/hr
Industrial Design: Shop  Justin Bernard Terra Hall, 5 <sup>th</sup> fl.	Shop Supervisor Assistant <p>The Shop Supervisor Assistant has all of the responsibilities of the Shop Monitor and the Shop Tech with the addition of being a go-to person for</p>	Skill Level 3  \$8.75/hr

215-717-6257 <a href="mailto:justbernard@uarts.edu">justbernard@uarts.edu</a>	<p>problems and issues when they arise if the Shop Supervisor is not present.</p> <p>They are also expected to be trained and comfortable with the use of the Laser Cutter, the CNC, and the 3D Printer.</p> <p>They will sometimes be expected to work on things outside of the shop relating to administrative upkeep.</p>	
Industrial Design: MDES Product Design  Hsin-Chun Wang Terra Hall 504 215-717-6523 <a href="mailto:hswang@uarts.edu">hswang@uarts.edu</a>	<p>Program Assistant</p> <p>The MDES Product Design Assistant will:</p> <ul style="list-style-type: none"> <li>- Provide photographic documentation of program events, critiques, guests, and trips.</li> <li>- Update and maintain the program social media accounts</li> <li>- Adjust, update, and maintain the program website</li> <li>- Assist in preparing exhibition or lecture materials for presentations by the program</li> </ul> <p><u>Requirements</u></p> <ul style="list-style-type: none"> <li>* Graduate applicants only</li> <li>* Social media management experience required</li> <li>* Software and web design experience required</li> </ul>	Skill Level 3  \$12.00/hr
Infrastructure Services  Kevin Brennan 309 S. 13 <sup>th</sup> St 215-717-6437 <a href="mailto:kbrennan@uarts.edu">kbrennan@uarts.edu</a>	<p>Technical Assistant</p> <p>The candidate should be a dedicated, responsible and motivated individual with basic computer skills. The selected individual will be trained for assigned tasks that include helping to troubleshoot network conditions; helpdesk support activities; some participation in other network services. Additional tasks dependent on individual ability as needed.</p>	Skill Level 3  \$8.75/hr
International Student Programs  Mara Flamm Terra Hall, 719 215-717-6621 <a href="mailto:mflamm@uarts.edu">mflamm@uarts.edu</a>	<p>Office Assistant</p> <p>General office duties such as filing, program development, and contacting students for global exchange programs. Help in event planning for International Education Week and New Student Orientation. Assisting in compiling a book of study abroad programs to assist students and faculty when searching for study locations.</p>	Skill Level 1  \$7.25/hr
International Student Programs  Mara Flamm Terra Hall, 719 215-717-6621 <a href="mailto:mflamm@uarts.edu">mflamm@uarts.edu</a>	<p>International Student Support Advisor</p> <p>Support and assist new international (F-1) students in their orientation to the UArts community. Present during orientation as a guide, interpreter, and also takes part in global exchange meetings.</p>	Skill Level 2  \$7.75/hr
Library: Greenfield and Music Libraries	Circulation Assistant	Skill Level 2

Jim Cowen Music Library 215-717-6293 jcowen@uarts.edu	Shelve library materials, maintain order of shelves and search for missing items. Assist circulation staff with ongoing projects. Assist patrons with locating materials, as well as equipment and directional questions. Also performs circulation operations, including checking-in/out library materials in conjunction with library policies.	\$7.75/hr
Media Resources  Jeffrey Einhorn, Raul Romero Terra Hall, 1202 215-717-6548 mediaresourcescenter@uarts.edu	Check-Out Operator  Experience in Film or Photography preferred. Responsibilities include: opening, cleaning and shutting down darkrooms, edit areas, studios and labs. Mixing chemistry, and monitor inventory of expendable items. Check equipment in and out. Monitor computer labs and post-production areas. Some lifting and clerical tasks. Requires knowledge of photo, film & animation equipment.	Skill Level 1  \$7.75/hr
Media Resources  Jeffrey Einhorn, Raul Romero Terra Hall, 1202 215-717-6548 mediaresourcescenter@uarts.edu	Equipment Tech  Experience in Film, Animation or Photography preferred. Responsibilities include: building equipment reservations for students and faculty, operating the check-out counters and assist in the check out and return of equipment. Lots of lifting and some clerical tasks.	Skill Level 2  \$8.75/hr
Media Resources  Jeffrey Einhorn, Raul Romero Terra Hall, 1202 215-717-6548 mediaresourcescenter@uarts.edu	Senior Equipment Technician  This position may only be held by a student who exceeds the responsibilities and duties that are described for an Equipment Assistant position. They must also show exemplary leadership, follow through and initiative. The Equipment Technician will be one in which the supervisor can trust to leave in charge when needed and is given responsibilities above and beyond other student employees. Students in this position will be asked, but not limited to do inventory, quality control and help make decisions within our asset management system within the department.	Skill Level 3  \$9.25/hr
Media Resources (15th Floor only)  Jeffrey Einhorn, Raul Romero Terra Hall, 1202 215-717-6548 mediaresourcescenter@uarts.edu	Photography Studio Monitor  This position may only be held by a Senior student only who has advanced knowledge of studio equipment and workflow. Assists the Photography Coordinator in the studio management and upkeep, setting up studio for daily use, taking inventory, sending out equipment for	Skill Level 3  \$9.25/hr

	repairs and assisting students and faculty in troubleshooting tasks.	
Museum Studies  Lily Groot Anderson 204 215-717-6328 <a href="mailto:lgroot@uarts.edu">lgroot@uarts.edu</a>	Marketing Assistant  Responsibilities include managing social media channels (Instagram, Twitter, Facebook, LinkedIn), collection of content for these channels, supply tracking and reporting, clerical duties, (such as filing, typing, copying, faxing), misc. administrative computer tasks (spreadsheets, data entry, powerpoint, MailChimp), program support (workshops and meetings), and other duties as assigned.  *Grad students only	Skill Level 3  \$12.00/hr
Museum Studies  Lily Groot Anderson 204 215-717-6328 <a href="mailto:lgroot@uarts.edu">lgroot@uarts.edu</a>	Librarian and Archivist  Responsibilities include the organization and maintenance of the Von Hess Resource Center (VHRC) library, development, and maintenance of VHRC library catalog, collecting and reporting on book requests, assisting students with book recommendations which correlate to their personal thesis research, organization of the physical thesis archives, and other duties as assigned.  *Grad students only	Skill Level 3  \$12.00/hr
Museum Studies  Lily Groot Anderson 204 215-717-6328 <a href="mailto:lgroot@uarts.edu">lgroot@uarts.edu</a>	Studio Technician  Responsibilities include the organization and maintenance of the first and second-year studios, tidying and keeping track of supplies in the model shop (M19), providing guidance on the use of shop tools, tracking and reporting supply requests, and other duties as assigned.  *Grad students only	Skill Level 3  \$12.00/hr
Music  Neal Day Merriam Theater, 4 <sup>th</sup> fl. 215-717-6344 <a href="mailto:nday@uarts.edu">nday@uarts.edu</a>	Computer Lab Monitor (School of Music)  Open and close lab. Communicate issues and problems to Music Technology Office. Refill paper and toner. Assist lab users. Keep lab and monitors clean. Must have basic computer skills and a familiarity with the Macintosh platform and other music software packages. Music students preferred.	Skill Level 1  \$7.25/hr
Music	Event Assistant	Skill Level 1

Neal Day Merriam Theater, 4 <sup>th</sup> fl. 215-717-6344 nday@uarts.edu	Assist School of Music staff with various events throughout the year, including audition days, Open House and JazzFest. Music students preferred.	\$7.25/hr
Music  Neal Day Merriam Theater, 4 <sup>th</sup> fl. 215-717-6344 nday@uarts.edu	Office Assistant  General office duties which may include filing, photocopying, preparing mailings, typing, running errands, printing programs and answering telephones. Assists with auditions, concerts and other departmental functions. Some manual labor. Music students preferred.	Skill Level 1  \$7.25/hr
Music  Neal Day Merriam Theater, 4 <sup>th</sup> fl. 215-717-6344 nday@uarts.edu	Student Classroom Assistant (SCA)  Assist specific faculty member with general office duties (filing, photocopying, etc.). Helps prepare scores or other music for rehearsals. Acts as contact for festivals or workshops. Requires working knowledge of music notation and digital music software. Position assigned as needed.	Skill Level 2  \$7.75/hr
Music  Neal Day Merriam Theater, 4 <sup>th</sup> fl. 215-717-6344 nday@uarts.edu	Senior Office Assistant  General office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones. Assists with auditions, concerts and other departmental functions. Advanced duties may include training new office assistants, making rehearsal room reservations, preparing programs for School of Music performances. *Requires 2 years of experience in the Music Office.	Skill Level 3  \$8.75/hr
Music  Neal Day Merriam Theater, 4 <sup>th</sup> fl. 215-717-6344 nday@uarts.edu	Ear Training Lab Monitor  Provide current ear training students with individual practice sessions, make-ups for missed assignments, and opportunities for students to redo previous assignments for better grades. Position assigned by Ear-Training faculty in conjunction with the work-study supervisor.	Skill Level 3  \$8.75/hr
Music  Jacob Folk Merriam Theater, 2 <sup>nd</sup> fl. 215-717-6336 mmanhire@uarts.edu	Studio Technician  Duties include running all aspects of recording sessions, mixing and editing of concerts, performances, and other School of Music events, software and equipment support for students, and other duties as assigned. Must have an advanced understanding of School of Music studios, and prior coursework and training is required.	Skill Level 3  \$10.00/hr
Music  Neal Day	Graduate Student Classroom Assistant	Skill Level 3  \$12.00/hr

Merriam Theater, 4 <sup>th</sup> fl. 215-717-6344 <a href="mailto:nday@uarts.edu">nday@uarts.edu</a>	The position is design for students to assist a specific faculty member in teaching a class throughout the semester. Duties will include office tasks such as filing and photocopying, research, and organizing class activities. Graduate SCAs will also provide important critical feedback to students during class meeting and individual tutorials. The requirements of the position will depend upon the class for which it is required and the faculty needs.	
Painting  Lisa Scarpello Anderson Hall, 806 215-717-6495 <a href="mailto:lscarpello@uarts.edu">lscarpello@uarts.edu</a>	Office Assistant  Various duties which may include maintenance, clean-up, painting, moving furniture as well as general clerical duties such as filing, photocopying, preparing mailings, typing, running errands, and answering telephones.	Skill Level 1  \$7.25/hr
Painting  Lisa Scarpello Anderson Hall, 806 215-717-6495 <a href="mailto:lscarpello@uarts.edu">lscarpello@uarts.edu</a>	Junior Office Assistant  Secretarial duties include: directing students, providing general clerical needs, acting as receptionist and greeter, assisting in office management. Assist with event and gallery promotions (departmental posters, hanging/replacing). Daily assistant to Administrative Assistant and faculty. Assist with events. Other duties as assigned.  *One year prior experience in this office required.	Skill Level 2  \$7.75/hr
Painting  Lisa Scarpello Anderson Hall, 806 215-717-6495 <a href="mailto:lscarpello@uarts.edu">lscarpello@uarts.edu</a>	Junior Studio Assistant  Position is open to Juniors and Seniors in the Painting Department. It requires prior experience in the Painting Office. Primarily an evening job. Involves assisting painting students and maintaining organization of Rooms 815, 814, 812, Gallery 817 and works independently but under the direction of the Fine Arts secretary.	Skill Level 2  \$7.75/hr
Photography  Jacquelyn Sullivan Terra Hall, 1501 215-717-6300 <a href="mailto:jasullivan@uarts.edu">jasullivan@uarts.edu</a>	Office Assistant  Under the supervision of the Photography Program Director, the work study-student is responsible for support for the Photography Program Office.  RESPONSIBILITIES: Primary responsibilities include general office duties: answering telephones, filing, writing correspondence and memoranda, photocopying, running errands, and other routine clerical tasks. Meet and greet all guests and maintain the office in a presentable manner and assistance with gallery receptions and openings. Perform related duties as required, including but not limited	Skill Level 2  \$7.75/hr

	<p>to making coffee in the morning, maintaining photo program mailing list, some painting &amp; related gallery functions. Facilitate staff and faculty departmental needs. REQUIREMENTS: Must have a working knowledge of computers and the Macintosh operating system, including word processing (Microsoft Word), and willingness to learn and use spreadsheet and database applications (Excel, FileMaker Pro), e-mail, and the Internet. Ability to work with a diverse group of people in a positive, outgoing, professional and courteous manner is critical.</p>	
<p><b>Photography</b></p> <p>Jacquelyn Sullivan Terra Hall, 1501 215-717-6300 <a href="mailto:jasullivan@uarts.edu">jasullivan@uarts.edu</a></p>	<p>Gallery Assistant</p> <p>Under the supervision of the Photography Program Gallery Coordinator, the work-study student is responsible for support for the Photograph Program Galleries.</p> <p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Primary responsibilities are to assist in exhibition support for the Photography program galleries on the 15th floor of Terra Hall.</li> <li>• Assist in coordinating shipments and installation of artwork, some heavy lifting required on occasion. Proficiency with digital photography, and digital imaging applications; attention to detail needed. Help maintain the galleries.</li> <li>• Light clerical duties.</li> <li>• Gallery preparation including spackling, sanding, painting, cleanup, and related tasks. Work with painting supplies and tools as needed, including some power tools.</li> <li>• Assist with installation of exhibitions, including sequencing, and exhibition design.</li> <li>• Assist in organizing receptions, and other events.</li> <li>• Meet and greet all guests in a presentable manner.</li> </ul> <p><b>REQUIREMENTS:</b> Ability to work with a diverse group of people in a positive, outgoing, professional and courteous manner is critical. High standards of craft required.</p> <p>*NOTE: Gallery hours are not week-to-week – but rather between exhibitions.</p>	<p>Skill Level 2</p> <p>\$7.75/hr</p>
<p>Jacquelyn Sullivan Terra Hall, 1501 215-717-6300</p>	<p>Film Runner</p>	<p>Skill Level 2</p> <p>\$7.75/hr</p>

<a href="mailto:jasullivan@uarts.edu">jasullivan@uarts.edu</a>	The Film Runner will travel from the Photography department to IndiePhoto in Fishtown twice a week by subway, once to drop off bundles of student film for development, and once to pick up the developed film. The department will supply a Septa key card for the Work Study's travel.	
President's Office  Carley Johnson Hamilton Hall, 110 215-717-6380 cajohnson@uarts.edu	Junior Office Assistant  Assist the President's Office staff with duties as assigned. Greet visitors to President's Office, light telephone duties, scanning & shredding documents, running various errands, monitoring office supplies, general guest area and kitchen, organize office when necessary. Will also be asked to handle a few confidential items, manage phone calls, and greet VIP guests such as board members.  <i>*Professional dress code required.</i>	Skill Level 2  \$8.75/hr
President's Office  Carley Johnson Hamilton Hall, 110 215-717-6380 cajohnson@uarts.edu	Senior Office Assistant  Assist the President's Office Staff with elevated duties as assigned. Assist in supervision of other work-study students and schedule, help managing calendar & schedule, monitor office supplies, general guest area/President's Office/kitchen, assist in emailing and calling internal and external contacts. Assists in front desk managing, help run various errands. Will also be asked to handle some confidential items, manage phone calls, and greet VIP guests such as board members.  <i>*Professional dress code required.</i>	Skill Level 3  \$9.50/hr
Printmaking  Laurel Schwass-Drew Anderson Hall, 6 <sup>th</sup> fl 215.717.6485 <a href="mailto:lsdrew@uarts.edu">lsdrew@uarts.edu</a>	Shop Monitor  Assist shop users with equipment and materials. Assist with department projects, shop maintenance and cleanup. Must be reliable and able to work independently.  This is a good opportunity for Printmaking majors and other students who are seriously interested with some experience in Printmaking media, to learn how Printmaking studios run from the ground up.	Skill Level 2  \$7.75/hr
Provost's Office  Nancy Burlan Hamilton Hall, 220 215-717-6393 <a href="mailto:nburlan@uarts.edu">nburlan@uarts.edu</a>	Office Assistant  General office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering phones.	Skill Level 1  \$7.25/hr
Provost's Office	Senior Office Assistant	Skill Level 1

Nancy Burlan Hamilton Hall, 220 215-717-6393 <a href="mailto:nburlan@uarts.edu">nburlan@uarts.edu</a>	General office duties including filing, photocopying, preparing mailings, typing, running errands, and answering phones; advanced duties such as preparing check requests, ordering supplies, and assistance on various projects such as institutional research. Prior experience, a high degree of confidentiality and the ability to work independently is required for this position.	\$7.75/hr
Provost's Office  Jonathan Fineberg Hamilton Hall, 220 215-717-6393 <a href="mailto:jfineberg@uarts.edu">jfineberg@uarts.edu</a>	<p>Student Office &amp; Research Assistant</p> <p>Typical Duties:</p> <ul style="list-style-type: none"> <li>• Organizing and maintaining digital files/database</li> <li>• Scheduling, organizing, appointments</li> <li>• Assist with planning and logistics for both small events and for the annual symposium and immersion course for the Ph.D. students</li> <li>• Research, explore, and report on local events in Philadelphia</li> <li>• Meet with faculty supervisor on regular basis to maintain ongoing communication</li> <li>• Perform other related duties as required</li> </ul> <p>Qualifications: Education/Experience</p> <ul style="list-style-type: none"> <li>• Current UArts Student, undergraduate or graduate; office experience and/or related experience desirable</li> <li>• Ability to work independently and accurately</li> <li>• Exemplary problem solving, organizational, and time management skills</li> <li>• Strong organization and interpersonal skills</li> <li>• Highly Detail Oriented</li> </ul>	<p>Skill Level 3</p> <p>\$15.00/hr</p>
Residence Life  Amy Beal Gershman Hall, 309 215-717-6970 <a href="mailto:ambeal@uarts.edu">ambeal@uarts.edu</a>	Office Assistant	<p>Skill Level 1</p> <p>\$7.25/hr</p>
School of Film  Hannah Burke Terra Hall, 1201 215-717-6464 <a href="mailto:hburke@uarts.edu">hburke@uarts.edu</a>	Office Assistant	<p>Skill Level 3</p> <p>\$7.25/hr</p>
School of Film  Hannah Burke Terra Hall, 1201	Student Digitizer/Editor	<p>Skill Level 3</p> <p>\$8.25/hr</p>

215-717-6464 <a href="mailto:hburke@uarts.edu">hburke@uarts.edu</a>	The student digitizer/editor is responsible for digitizing the Animation and Film collections of VHS tapes. This position will begin the process of transitioning our video collection into a digital archive. This position provides a student with experiential lessons in tape digitizing in an environment where there are low stakes. The skills it requires are relevant to film and animation students working in video and digital formats. They will be responsible for editing archival footage of student work that will be presented on our website, promotional DVDs, and run at select School of Film events. The student in this position must be able to assemble raw material into a finished product and edit content to ensure the logical sequencing and smooth running of the video. The student must have a working knowledge of digital editing software.	
Sculpture  (Jacob) Chris Hammes  <a href="mailto:jhammes@uarts.edu">jhammes@uarts.edu</a>	Shop Monitor  This position is designed for students who have experience working with woodshop and/or metalworking equipment. The Shop Monitor's primary role is to assist students in the safe and effective use of tools and equipment in the sculpture studios. Additionally, the Shop Monitor will assist with basic cleaning and maintenance in the sculpture studios, and is responsible for checking tools in and out of the sculpture tool cribs.	Skill Level 2  \$7.75/hr
Sculpture  (Jacob) Chris Hammes  <a href="mailto:jhammes@uarts.edu">jhammes@uarts.edu</a>	Senior Shop Monitor  This position requires experience as a Shop Monitor in the sculpture studios, as well as experience with woodworking and metalworking equipment. The Senior Shop Monitor's primary role is to assist students in the safe and effective use of tools and equipment in the sculpture studios, as well as to perform basic cleaning and maintenance of sculpture equipment and facilities.  The Senior Shop Monitor will assist with training new Shop Monitors in the sculpture studios, and be responsible for ensuring that proper safety procedures are followed during the evening and weekend shifts in the sculpture studios.	Skill Level 3  \$8.75/hr
Student Affairs  Gigi Giusto Gershman Hall, 311 215-717-6617 <a href="mailto:ggiusto@uarts.edu">ggiusto@uarts.edu</a>	Office Assistant  General Office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones.	Skill Level 1  \$7.25/hr
Student Affairs	Commencement Assistant	Skill Level 1

Gigi Giusto Gershman Hall, 311 215-717-6617 ggiusto@uarts.edu	Duties related to commencement and graduation including cap and gown organization and distribution, preparing mailings, running errands, answering telephones, pre and post commencement activities. Some heavy lifting may be required.	\$7.25/hr
Student Affairs  Gigi Giusto Gershman Hall, 311 215-717-6617 ggiusto@uarts.edu	Junior Office Assistant  Must have experience as an Office Asst. in the Office of Student Affairs. Along with general office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones this student may also be asked to assist with training new and returning work-study students in office procedures. Requires computer skills and proficiency in dealing with specific situations as deemed by the Student Affairs Coordinator.	Skill Level 2  \$7.75/hr
Student Affairs  Gigi Giusto Gershman Hall, 311 215-717-6617 ggiusto@uarts.edu	Senior Office Assistant  Must have experience as an Office Asst. in the Office of Student Affairs. Assists with training new and returning work-study students in office procedures. Requires computer skills and proficiency in dealing with specific situations as deemed by the Student Affairs Coordinator and fixing basic office equipment (fax, copier, printer, shredder, etc....) *Requires a formal interview with Supervisor. Must have prior experience as a work study with Student Affairs	Skill Level 3  \$8.75/hr
Student Affairs  Gigi Giusto Gershman Hall, 311 215-717-6617 ggiusto@uarts.edu	Supervisor's Assistant  Must have experience as an Office Asst. in the Office of Student Affairs. Assists with training new and returning work-study students in office procedures. Requires computer skills and proficiency in dealing with specific situations as deemed by the Student Affairs Coordinator and fixing basic office equipment (fax, copier, printer, shredder, etc....) *Must have 3 or more years of experience in the Office of Student Affairs.	Skill Level 3  \$8.75/hr
Student Financial Services  Erica Smith Hamilton Hall, 270 215-717-6170 ersmith@uarts.edu	Office Assistant  Office Assistants are the first point of contact for students and parents as they financially interact with the university. They are responsible for welcoming and greeting SFS visitors via telephone and in person. In addition, students are responsible for filing paperwork, taking inventory on supplies, reviewing timecard information, and explaining financial aid as well as the billing processes. Furthermore, student	Skill Level 2  \$8.00/hr

	workers also create new University IDs for faculty, staff, students, and alumni.	
Support Services: OTIS (Office of Information & Technology Services)  Joyce Bradley Terra Hall, 839 215-717-6000 <a href="mailto:jmbradley@uarts.edu">jmbradley@uarts.edu</a>	Computer Lab Monitor  Responsible for opening and closing assigned computer labs; communicating issues and problems to OTIS HelpDesk; Refill of paper; assisting lab users; keeping lab, computers, displays & mice clean. Requires familiarity with Mac and Windows, standard graphics and writing software.	Skill Level 1  \$7.25/hr
Support Services: OTIS (Office of Information & Technology Services)  Jason Mui Terra Hall, 802 215-717-6977 <a href="mailto:jmui@uarts.edu">jmui@uarts.edu</a>	Student Technician  The student responds to HelpDesk calls as directed by the OTIS Support Services tech staff. Duties include assisting users with software, hardware, and printing issues in various university spaces, assisting with public event set up, yearly maintenance projects, and answering the HelpDesk call line in absence of OTIS Support Services staff.	Skill Level 2  \$7.75/hr
Support Services: Print Services  James Matusheski Anderson Hall, 6 <sup>th</sup> fl. Anderson Imaging Lab 215-717-6502 <a href="mailto:matusheskij@uarts.edu">matusheskij@uarts.edu</a>  Oludare (Dare) Oredipe Terra Hall, 1316 Terra Imaging Lab 215-717-6691 <a href="mailto:ooredipe@uarts.edu">ooredipe@uarts.edu</a>	Lab Monitor  Maintain and oversee use of digital printing equipment. Assist students with general questions and use of printing equipment. Maintain equipment and cleanliness of labs and work areas. Other duties as needed.	Skill Level 2  \$7.75/hr
Support Services: Print Services  James Matusheski Anderson Hall, 6 <sup>th</sup> fl. Anderson Imaging Lab 215-717-6502 <a href="mailto:matusheskij@uarts.edu">matusheskij@uarts.edu</a>  Oludare (Dare) Oredipe Terra Hall, 1316 Terra Imaging Lab 215-717-6691 <a href="mailto:ooredipe@uarts.edu">ooredipe@uarts.edu</a>	Imaging Lab Designer (Summer Only)  Assist in developing a brand image for the Imaging Lab by creating a logo and unified look for the lab, creating internal and external documents, creating advertising posters and signs, and designing informational packets. Student should be a Graphic Design student going into their senior year.	Skill Level 3  \$12.00/hr

Theater : Ira Brind School of Theater Arts  Theresa Mittelman Terra Hall, 601 215-717-6450 tmittelma@uarts.edu	Office Assistant  Available to all programs and grades within the Ira Brind School of Theater Arts. Must be available between hours of 8:30am-4:30pm, Monday-Friday. Office Assistants serve as the primary resource to Brind School faculty, students, and staff. Responsibilities include, but are not limited to, answering general questions from students/faculty/staff, maintaining office printer/copier, organizing Brind School storage areas, providing front desk/phone coverage in the Theater office in the absence of Brind School Administrative Assistant. Students will also help maintain studio spaces, provide relevant information during prospective student tours, and assist with shadow days for perspective students. Mandatory training before first shift.	Skill Level 1  \$7.25 - \$7.75 /hr
Theater : Ira Brind School of Theater Arts  Theresa Mittelman Terra Hall, 601 215-717-6450 tmittelma@uarts.edu	Lead Office Assistant  Available to all programs and grades within the Ira Brind School of Theater Arts. Must be at least a second-semester sophomore. Prior experience as Brind School Office Assistant required. Duties include all Office Assistant responsibilities as well as coordinating events with Lead Student Representative (New Student Auditions, Open Houses, Admit One events, and accepted student shadow days). The LOA will lead the weekly studio maintenance and assist in training new Office Assistants. Reports to Brind School Administrative Assistant.	Skill Level 3  \$8.75/hr
Theater : Ira Brind School of Theater Arts  Theresa Mittelman Terra Hall, 601 215-717-6450 tmittelma@uarts.edu	Lead Student Representative  Available to all programs within the Ira Brind School of Theater Arts. Must be at least a second-semester sophomore. Must be available several weekends per academic year. Responsibilities include working New Student Auditions, Open Houses, Admit One events, and accepted student shadow days. Mandatory training before first shift. Reports to Brind School Administrative Assistant and New Student Audition Coordinator.	Skill Level 1  \$7.25/hr
Theater : Ira Brind School of Theater Arts  Theresa Mittelman Terra Hall, 601 215-717-6450	New Student Audition Coordinator  Available to all programs and grades within the Ira Brind School of Theater Arts. Must be at least a second-semester sophomore. Must be available 7 Saturdays per academic year (dates will vary).	Skill Level 3  \$8.75/hr

tmittelman@uarts.edu	Responsible for creating and providing schedule for audition days, working with student staff/faculty/prospective students. Works with the Brind School Administrative Assistant one week prior to each audition to finalize all details related to the audition day. Mandatory training before first shift. Reports to Brind School Administrative Assistant.	
Theater : Brind School of Theater  Theresa Mittelman Terra Hall, 601 215-717-6450 tmittelman@uarts.edu	Stage Combat Arms Custodian  Student will maintain weapons in the stage combat armory. This includes rust removal and the dulling of edges.	Skill Level 1  \$7.25/hr
Theater : Ira Brind School of Theater Arts  Theresa Mittelman Terra Hall, 601 215-717-6450 tmittelman@uarts.edu	<p>Front of House Staff – includes Ushers, House Managers, and Box Office Assistants</p> <p>Available to all UArts students. Must be available week nights and weekends.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Checking-in audience members for Brind School shows and events, handles money for Brind School productions. Mandatory training before first shift.</li> <li>• Keeping the performance spaces clean and safe for audience members, supports the needs of Brind School audiences. Knowledge of Brind School facilities and general production information necessary. Mandatory training before first shift</li> <li>• Overseeing and recording all front-of-house operations during a given performance, maintain constant contact with the production stage manager, oversee Usher and Box Office staff to ensure safety of audience members and production team.</li> <li>• Mandatory training before first shift. Reports to Front of House Manager/Audience Services Coordinator.</li> </ul>	Skill Level 2  \$7.75/hr
Theater : Ira Brind School of Theater Arts  Theresa Mittelman Terra Hall, 601 215-717-6450 tmittelman@uarts.edu	<p>Box Office Manager</p> <p>Available to all programs within the Ira Brind School of Theater Arts. Must be at least a second-semester sophomore.</p> <p>Responsible for all Box Office Assistant tasks and overseeing the Box Office Assistants. At the end of each shift Box Office Managers are responsible for filling out and submitting necessary paperwork.</p> <p>Mandatory training before first shift. Will assist the</p>	Skill Level 3  \$8.75/hr

	Front of House Manager, Audience Services Coordinator in creating the work schedule and report to them directly.	
Theater : Ira Brind School of Theater Arts  Theresa Mittelman Terra Hall, 601 215-717-6450 tmittelma@uarts.edu	Classroom Assistant  Assist a faculty member with general office and classroom duties for a specific class including filing, photocopying, scheduling, gathering supplies, running errands related directly to class needs, research, and organizing field trips and class activities. The requirements of this position will depend upon the specific class. Students must have completed the specific course to be considered for this position.	Skill Level 1  \$7.25/hr
Theater : Ira Brind School of Theater Arts  Theresa Mittelman Terra Hall, 601 215-717-6450 tmittelma@uarts.edu	Teacher Assistant  Assist a specific faculty member with general office and classroom duties including filing, photocopying, scheduling, gathering supplies, running errands directly related to program needs, and research. The requirements of this position will depend upon the specific faculty member's needs. Only full-time faculty members can have a teacher assistant, unless approved by the Director of the Brind School.	Skill Level 2  \$7.75/hr
Theater : Ira Brind School of Theater Arts  Theresa Mittelman Terra Hall, 601 215-717-6450 tmittelma@uarts.edu	Program Head Assistant  Assist one of the four program heads with general office and classroom duties including filing, photocopying, scheduling, gathering supplies, running errands directly related to program needs, research and organizing field trips and class activities. The requirements of this position will depend upon the specific program heads needs.	Skill Level 3  \$8.75/hr
Theater : Ira Brind School of Theater Arts  Theresa Mittelman Terra Hall, 601 215-717-6450 tmittelma@uarts.edu	Showing Assistant  Showing Assistants will work with Pig Iron's General Manager, Office Administrator, and Assistant Production Manager on student showings. Duties include seating setup, patron check-in, reception set-up and cleanup, and other duties as assigned.	Skill Level 3  \$12.00/hr

## SECTION 3

### OFF-CAMPUS WORK STUDY

The Work Study program includes a number of off-campus positions. The University has contracted with area non-profit organizations to provide jobs for students with Federal Work Study awards.

The Job Portal will list jobs that are currently available, found through the Student Portal (mycampus.uarts.edu). If you have additional questions about working off-campus contact the listed employer for more information or contact the Student Employment Coordinator in Student Financial Services for more information about available positions.

<b>Department</b>	<b>Job Title</b>	<b>Skill Level</b>
<b>Supervisor</b>	<b>Job Description</b>	<b>Wage</b>
Broad Street Ministry 315 S. Broad Street Philadelphia, PA 19107  Laure Biron 215-735-4847 x118 laure@broadstreetministry.org	Administrative Assistant	Skill Level 1  \$8.75
Broad Street Ministry 315 S. Broad Street Philadelphia, PA 19107  Laure Biron 215-735-4847 x118 laure@broadstreetministry.org	Hospitality Collaborative Intern	Skill Level 1  \$8.75
Broad Street Ministry 315 S. Broad Street Philadelphia, PA 19107  Laure Biron 215-735-4847 x118 laure@broadstreetministry.org	Mail Service Intern	Skill Level 1  \$8.75
Broad Street Ministry 315 S. Broad Street Philadelphia, PA 19107  Laure Biron 215-735-4847 x118 laure@broadstreetministry.org	Development Intern	Skill Level 1  \$8.75
Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.	Movement Assistant	Skill Level 2  \$9.50

Linda Deafenbaugh 215-569-2600 <a href="mailto:Ldeafenbaugh@factschool.org">Ldeafenbaugh@factschool.org</a>		
Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.  Linda Deafenbaugh 215-569-2600 <a href="mailto:Ldeafenbaugh@factschool.org">Ldeafenbaugh@factschool.org</a>	Education Assistant	Skill Level 2  \$9.50
Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.  Linda Deafenbaugh 215-569-2600 <a href="mailto:Ldeafenbaugh@factschool.org">Ldeafenbaugh@factschool.org</a>	Math Tutor	Skill Level 2  \$9.50
Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.  Linda Deafenbaugh 215-569-2600 <a href="mailto:Ldeafenbaugh@factschool.org">Ldeafenbaugh@factschool.org</a>	Literacy Tutor	Skill Level 2  \$9.50
Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.  Linda Deafenbaugh 215-569-2600 <a href="mailto:Ldeafenbaugh@factschool.org">Ldeafenbaugh@factschool.org</a>	Writing Tutor	Skill Level 2  \$9.50
Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.  Linda Deafenbaugh 215-569-2600 <a href="mailto:Ldeafenbaugh@factschool.org">Ldeafenbaugh@factschool.org</a>	Videographer	Skill Level 2  \$9.50
Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.  Linda Deafenbaugh 215-569-2600 <a href="mailto:Ldeafenbaugh@factschool.org">Ldeafenbaugh@factschool.org</a>	Curriculum Development Assistant	Skill Level 2  \$9.50
Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.  Linda Deafenbaugh 215-569-2600 <a href="mailto:Ldeafenbaugh@factschool.org">Ldeafenbaugh@factschool.org</a>	Computer and Media Tech Assistant (Summer Only)	Skill Level 2  \$9.50

Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.  Linda Deafenbaugh 215-569-2600 Ldeafenbaugh@factschool.org	Graphic Design Assistant	Skill Level 2  \$9.50
Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.  Linda Deafenbaugh 215-569-2600 Ldeafenbaugh@factschool.org	Internship Program Assistant  *SUMMER ONLY*	Skill Level 2  \$9.50
Free Library of Philadelphia  Debi Leonard 215-686-5340 workstudy@freelibrary.org	Tutor	
Free Library of Philadelphia  Debi Leonard 215-686-5340 workstudy@freelibrary.org	Library Intern	
Free Library of Philadelphia  Debi Leonard 215-686-5340 workstudy@freelibrary.org	Computer AID Assistant	
Free Library of Philadelphia  Debi Leonard 215-686-5340 workstudy@freelibrary.org	After School Program Assistant	
Free Library of Philadelphia  Debi Leonard 215-686-5340 workstudy@freelibrary.org	Assistant to the Director	
Free Library of Philadelphia  Debi Leonard 215-686-5340 workstudy@freelibrary.org	Volunteer Services Assistant	

## SECTION 4

### STUDENT FINANCIAL SERVICES

#### **Student Employment, Federal and Non Federal Work Study (FWS)**

Federal Work Study (FWS) is a federally funded program administered by the University through Student Financial Services. Eligibility for this program is based upon the availability of funds to the University and the student's financial need.

#### **Non-Federal Work Study (NFWS)**

Students who do not qualify to work under the Federal Work Study program may work on-campus under the NFWS program.

The Student Financial Services office will make a determination of the student's eligibility to earn money through the FWS program. Notification of eligibility will be included in the award letter.

An FWS award is not an offer or a guarantee of a job; it is the amount a student is eligible to earn should a student secure a job. Work study awards are not applied against the student's bill, but payment for work completed is made directly to employed students by University payroll check

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