

# Work Study Program

## Job Directory

2020-2021

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## SECTION 1

# THE UNIVERSITY OF THE ARTS

### INTRODUCTION

**\*Please note that due to COVID-19 restrictions to ensure the health and safety of both our students, faculty, staff, and UArts community, many work-study positions will not be available for the Fall 2020 Semester. This directory is a representation of what positions are normally available through the work-study program, and will be made available to students once on-campus learning is safely restored. If you have any questions regarding this policy and procedure, please contact the Student Employment Coordinator directly at [dasmith@uarts.edu](mailto:dasmith@uarts.edu).**

The Job Directory was prepared to help students locate a Work Study job and to serve as a reference tool during the 2020-2021 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 2020-21 FWS award can be used between July 1, 2020, and June 30, 2021. 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 2020. 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  Kelsey Alderman Director of Visitor Experience Welcome Center Hamilton Hall 170  215-717-6016	Admissions Counselor Assistant  Assistants support the work of undergraduate admissions counselors by conducting pre and post recruitment travel communications. Each assistant will be assigned to 2 counselors, and is responsible for phone call, text, email and hand-written communication to prospective students on the counselors' behalf. Communications consist of outreach to encourage attendance to events, helping the counselors build maximum audience for their visits. After visits are completed, assistants will aid in customized and personalized follow-up communications. Counselors will also assign special projects as needed.  *Please Note. Due to COVID-19 and social distancing, this position will be remote.	Skill Level 3  \$10.00/hr

	<p>Please complete the application and submit a resume and 2 references from faculty to <a href="mailto:kalderman@uarts.edu">kalderman@uarts.edu</a> or drop by our office located in 170 Hamilton Hall</p>	
<p>Admissions</p> <p>Kelsey Alderman Director of Visitor Experience Welcome Center Hamilton Hall 170</p> <p>215-717-6016</p>	<p>Special Event/Audition Assistant</p> <p>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.</p> <p>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.</p> <p>Visual Arts Students: are required to attend Open House and Admit One events (2 Saturdays a year- one in October and one in April)</p> <p>Performing Arts Students 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. *Paid mandatory training is provided before working events.</p> <p>*Please Note. Due to COVID-19 and social distancing, this position will be remote.</p> <p>Please complete the application and submit a resume and 2 references from faculty to <a href="mailto:kalderman@uarts.edu">kalderman@uarts.edu</a> or drop by our office located in 170 Hamilton Hall</p>	<p>Skill Level 3</p> <p>\$8.00/hr</p>
<p>Admissions</p> <p>Kelsey Alderman Director of Visitor Experience Welcome Center Hamilton Hall 170</p> <p>215-717-6016</p>	<p>Data Entry Assistant</p> <p>Duties include but are not limited to entering and updating prospective student data into Admissions database, maintaining accurate records, creating and updating student contact records, and working with confidential files.</p> <p>Required Skills:</p>	<p>Skill Level 3</p> <p>\$10.00/hr</p>

	<p>Must possess strong attention to detail.          Ability to enter data into corresponding fields with efficiency and accuracy.          Ability to identify and correct data entry errors.          Strong computer skills.</p> <p>*Please Note. Due to COVID-19 and social distancing, this position will be remote.</p> <p>Please complete the application and submit a resume and 2 references from faculty to <a href="mailto:kalderman@uarts.edu">kalderman@uarts.edu</a> or drop by our office located in 170 Hamilton Hall</p>	
<p>Admissions</p> <p>Kelsey Alderman          Director of Visitor Experience          Welcome Center          Hamilton Hall 170</p> <p>215-717-6016</p>	<p>Student Ambassador</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>*Please Note. Due to COVID-19 and social distancing, this position will be remote.</p> <p>Please complete the application and submit a resume and 2 references from faculty to <a href="mailto:kalderman@uarts.edu">kalderman@uarts.edu</a> or drop by our office located in 170 Hamilton Hall</p>	<p>Skill Level 3</p> <p>\$10.00/hr</p>
<p>Admissions</p> <p>Kelsey Alderman          Director of Visitor Experience          Welcome Center          Hamilton Hall 170</p> <p>215-717-6016</p>	<p>Office Assistant</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. *Please Note. Due to COVID-19 and social distancing, this position will be remote.</p>	<p>Skill Level 3</p> <p>\$10.00/hr</p>

	Please complete the application and submit a resume and 2 references from faculty to <a href="mailto:kalderman@uarts.edu">kalderman@uarts.edu</a> or drop by our office located in 170 Hamilton Hall	
Advising Center  Christy (Blanca) Gonzalez Hanna Weckel  Gershman Hall, 207 401 S. Broad St. 215-717-6820 <a href="mailto:cgonzalez@uarts.edu">cgonzalez@uarts.edu</a> <a href="mailto:hweckel@uarts.edu">hweckel@uarts.edu</a>	Office Assistant  General office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones.	Skill Level 3  \$8.75/hr
Advising Center  Christy (Blanca) Gonzalez Hanna Weckel  Gershman Hall, 207 401 S. Broad St. 215-717-6820 <a href="mailto:cgonzalez@uarts.edu">cgonzalez@uarts.edu</a> <a href="mailto:hweckel@uarts.edu">hweckel@uarts.edu</a>	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 3  \$8.75/hr
Advising Center  Christy (Blanca) Gonzalez Hanna Weckel  Gershman Hall, 207 401 S. Broad St. 215-717-6820 <a href="mailto:cgonzalez@uarts.edu">cgonzalez@uarts.edu</a> <a href="mailto:hweckel@uarts.edu">hweckel@uarts.edu</a>	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 3  \$8.75/hr
Advising Center  Christy (Blanca) Gonzalez Hanna Weckel  Gershman Hall, 207 401 S. Broad St. 215-717-6820 <a href="mailto:cgonzalez@uarts.edu">cgonzalez@uarts.edu</a> <a href="mailto:hweckel@uarts.edu">hweckel@uarts.edu</a>	Course Fellow  Must attend initial tutor training & training meetings throughout the academic year. The Course Fellow is requested by faculty to be an additional support to students in a class the fellow has previously taken and performed well in. The Course Fellow will meet with the course instructor during the semester, and will be available to meet with & help students currently in the class. *University will run background check upon hiring	Skill Level 3  \$8.75/hr
Advising Center  Christy (Blanca) Gonzalez	Writing Fellow	Skill Level 3  \$10.00/hr

<p>Hanna Weckel</p> <p>Gershman Hall, 207 401 S. Broad St. 215-717-6820 <a href="mailto:cgonzalez@uarts.edu">cgonzalez@uarts.edu</a> <a href="mailto:hweckel@uarts.edu">hweckel@uarts.edu</a></p>	<p>Must attend initial tutor training &amp; training meetings throughout the academic year.</p> <p>The role of the Writing Fellow is to provide continuing writing support and instruction beyond the first year. The Writing Fellow position is offered to a select group of Writing Tutors. The Writing Fellows must demonstrate ability to tutor all Critical Studies courses and must be able to tutor all levels of undergraduate. They must have taken one of the three required CRIT courses, performed above average in the course, and be recommended by their faculty. Writing Fellows are assigned to one or two Critical Studies course(s) each semester. They meet with the faculty at the beginning of the semester and at mid-term. Fellows are available to work one-to-one with all students of their assigned Critical Studies for two 30 minute sessions or one 1 hour session (25-50 hours). The Writing Fellows program is administered and supported by the Critical Studies Program and the Advising Center.</p>	
<p>Art &amp; Design Education</p> <p>Rande Blank Hamilton Hall, 330 215-717-6050 <a href="mailto:rblank@uarts.edu">rblank@uarts.edu</a></p>	<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>
<p>Art &amp; Design Education</p> <p>Rande Blank Hamilton Hall, 330 215-717-6050 <a href="mailto:rblank@uarts.edu">rblank@uarts.edu</a></p>	<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>
<p>Book Arts &amp; Printmaking (MFA)</p>	<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</p>	<p>Skill Level 3</p> <p>\$12.00 - \$15.00/hr *dependent on experience</p>

	<p>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>	
Book Arts & Printmaking (MFA)	<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 *dependent on experience</p>
Book Arts & Printmaking (MFA)	<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, 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>	<p>Skill Level 3</p> <p>\$12.00 - \$15.00/hr *dependent on experience</p>
Book Arts & Printmaking (MFA)	<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)	<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)	<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>

<p>Bookstore (UArts Store)</p> <p>Christopher Robertson 307 S. 13<sup>th</sup> St. (13th &amp; Spruce) 215-717-6833 <a href="mailto:eo.shop@uarts.edu">eo.shop@uarts.edu</a></p>	<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>
<p>Bookstore (UArts Store)</p> <p>Christopher Robertson 307 S. 13<sup>th</sup> St. (13th &amp; Spruce) 215-717-6833 <a href="mailto:eo.shop@uarts.edu">eo.shop@uarts.edu</a></p>	<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 work weekends and after hours as needed for events is a plus. (Requires ability to lift up to 25lbs.)</p>	<p>Skill Level 2</p> <p>\$7.50/hr</p>
<p>Bookstore (UArts Store)</p> <p>Christopher Robertson 307 S. 13<sup>th</sup> St. (13th &amp; Spruce) 215-717-6833 <a href="mailto:eo.shop@uarts.edu">eo.shop@uarts.edu</a></p>	<p>Communications Sales Artist</p> <p>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.)</p>	<p>Skill Level 2</p> <p>\$7.75/hr</p>
<p>Bookstore (UArts Store)</p> <p>Christopher Robertson 307 S. 13<sup>th</sup> St. (13th &amp; Spruce) 215-717-6833 <a href="mailto:eo.shop@uarts.edu">eo.shop@uarts.edu</a></p>	<p>Lead Sales Artist</p> <p>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.)</p>	<p>Skill Level 3</p> <p>\$8.75/hr</p>

CAMD Core Studies	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	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	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	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	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	Activities Assistant	Skill Level 2  \$7.75/hr

Hamilton Hall, 151 215-717-6615 <a href="mailto:kburkett@uarts.edu">kburkett@uarts.edu</a>	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.	
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. *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>	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  - Enters and approves employers and opportunities in the UArtsCareers system. - Greets and checks-in students, alumni and other visitors. - Answers phones and takes accurate messages. - Conducts thorough online research relevant to special projects. - Assists with preparing and running annual career fairs. - Performs general office duties which may include photocopying, preparing mailings, and running errands.	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. - Enters and approves employers and opportunities in the UArtsCareers system.	Skill Level 1  \$7.75/hr

	<ul style="list-style-type: none"> <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>	
Ceramics	Shop Monitor	Skill Level 1
Jason Starin Furness Studios 215-717-6235 jstarin@uarts.edu	Responsible for end of day studio clean up and monitoring studio in the evenings.	\$7.25/hr
Ceramics	Studio Assistant	Skill Level 2
Jason Starin Furness Studios 215-717-6235 jstarin@uarts.edu	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.	\$7.75/hr
Ceramics	Shop Supervisor Assistant	Skill Level 3
Jason Starin Furness Studios 215-717-6235 jstarin@uarts.edu	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.	\$8.75/hr
CPA Production (College of Performing Arts)	CPA Production Assistant	Skill Level 1
	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.	\$7.25/hr
CPA Production (College of Performing Arts)	Junior CPA Production Assistant	Skill Level 2
	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	\$7.75/hr

CPA Production (College of Performing Arts)	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	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: Fibers	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: Fibers	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: Glass	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
Crafts & Material Studies: Glass	Shop Supervisor Assistant  Assists shop supervisor and faculty with daily tasks. Helps with repair of equipment. Technical knowledge	Skill Level 3  \$8.75/hr

	required. Students maintain resale hours. Must be able to be present to assist faculty during certain classes.	
Crafts & Material Studies: Jewelry/Metals	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	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  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.	Skill Level 2  \$7.75/hr
Crafts & Material Studies: Wood	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	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	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
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 <i>only</i> )  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 <a href="mailto:mciervo@uarts.edu">mciervo@uarts.edu</a>	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

<p>Fine Arts: Art (School of Art)</p> <p>Rebecca Sack Anderson 806 215-717-6495 <a href="mailto:rsack@uarts.edu">rsack@uarts.edu</a></p>	<p>Special Events Assistant</p> <p>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.</p>	<p>Skill Level 2</p> <p>\$7.75/hr</p>
<p>Fine Arts: Art (School of Art)</p> <p>Rebecca Sack Anderson 806 215-717-6495 <a href="mailto:rsack@uarts.edu">rsack@uarts.edu</a></p>	<p>Printing Studio and Gallery Senior Assistant</p> <p>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.</p>	<p>Skill Level 3</p> <p>\$8.75/hr</p>
<p>Graphic Design</p> <p>Jacqueline Dugan Terra Hall, 1312 215-717-6225 <a href="mailto:jdugan@uarts.edu">jdugan@uarts.edu</a></p>	<p>Graphic Design Promotional Assistant</p> <p>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 Assist in large format printing and mounting of promotional signage for lectures and events</p>	<p>Skill Level 2</p> <p>\$7.75/hr</p>
<p>Graphic Design</p> <p>Jacqueline Dugan Terra Hall, 1312 215-717-6225 <a href="mailto:jdugan@uarts.edu">jdugan@uarts.edu</a></p>	<p>Junior Office Assistant</p> <p>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.</p>	<p>Skill Level 2</p> <p>\$7.75/hr</p>
<p>Health Services</p> <p>Emily Steinfeld Gershman Hall, 306 215-717-6652</p>	<p>Office Assistant</p> <p>Responsibilities include general office duties such as filing, photocopying, running errands, stuffing envelopes, typing, assisting with set-ups, occasionally</p>	<p>Skill Level 1</p> <p>\$7.25/hr</p>

<a href="mailto:esteinfeld@uarts.edu">esteinfeld@uarts.edu</a>	staffs the front desk including greeting visitors, and assisting with check-in process, and completing other tasks under the direction of the supervisor.	
Human Resources  Christine Schaefer Hamilton Hall 260 215-717-6366 <a href="mailto:cschaefer@uarts.edu">cschaefer@uarts.edu</a>	Office Assistant  The Office Assistant performs general office duties such as organizing, accurately filing, and managing HR files, creating employment files, pulling terminated employee files, photocopying, and other routine clerical projects as needed. The Office Assistant must maintain confidentiality standards for HR.  Necessary skills for the Office Assistant include excellent organizational skills, strong attention to detail, ability to operate general office equipment (computers, printer), and the ability to work independently.	Skill Level 3  \$9.50/hr
Illustration	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	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	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

	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	<p>Graphic Assistant</p> <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>	<p>Skill Level 2</p> <p>\$7.75/hr</p>
Industrial Design: Office	<p>Exhibition Assistant</p> <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>	<p>Skill Level 2</p> <p>\$7.75/hr</p>
Industrial Design: Office	<p>Graphic Assistant/Recruitment</p> <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>	<p>Skill Level 3</p> <p>\$8.75/hr</p>
Industrial Design: Shop	<p>Shop Supervisor Assistant</p> <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>	<p>Skill Level 3</p> <p>\$8.75/hr</p>

	<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>	
<p>Industrial Design: MDES Product Design</p> <p>Hsin-Chun Wang Terra Hall 504 215-717-6523 <a href="mailto:hswang@uarts.edu">hswang@uarts.edu</a></p>	<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>	<p>Skill Level 3</p> <p>\$12.00/hr</p>
<p>Infrastructure Services</p> <p>Kevin Brennan 309 S. 13<sup>th</sup> St 215-717-6437 <a href="mailto:kbrennan@uarts.edu">kbrennan@uarts.edu</a></p>	<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>	<p>Skill Level 3</p> <p>\$8.75/hr</p>
<p>International Student Programs</p> <p>Mara Flamm Terra Hall, 719 215-717-6621 <a href="mailto:mflamm@uarts.edu">mflamm@uarts.edu</a></p>	<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>	<p>Skill Level 1</p> <p>\$7.25/hr</p>
<p>International Student Programs</p> <p>Mara Flamm Terra Hall, 719 215-717-6621 <a href="mailto:mflamm@uarts.edu">mflamm@uarts.edu</a></p>	<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>	<p>Skill Level 2</p> <p>\$7.75/hr</p>
<p>Library: Greenfield and Music Libraries</p>	<p>Circulation Assistant</p>	<p>Skill Level 2</p>

	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	Check-Out Operator	Skill Level 1
Jeffrey Einhorn, Raul Romero Terra Hall, 1202 215-717-6548 mediareourcescenter@uarts.edu	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.	\$7.75/hr
Media Resources	Equipment Tech	Skill Level 2
Jeffrey Einhorn, Raul Romero Terra Hall, 1202 215-717-6548 mediareourcescenter@uarts.edu	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.	\$8.75/hr
Media Resources	Senior Equipment Technician	Skill Level 3
Jeffrey Einhorn, Raul Romero Terra Hall, 1202 215-717-6548 mediareourcescenter@uarts.edu	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.	\$9.25/hr
Media Resources (15th Floor only)	Photography Studio Monitor	Skill Level 3
Jeffrey Einhorn, Raul Romero Terra Hall, 1202 215-717-6548 mediareourcescenter@uarts.edu	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	\$9.25/hr

	repairs and assisting students and faculty in troubleshooting tasks.	
Museum Studies	<p>Marketing Assistant</p> <p>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.</p> <p>*Grad students only</p>	<p>Skill Level 3</p> <p>\$12.00/hr</p>
Museum Studies	<p>Librarian and Archivist</p> <p>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.</p> <p>*Grad students only</p>	<p>Skill Level 3</p> <p>\$12.00/hr</p>
Museum Studies	<p>Studio Technician</p> <p>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.</p> <p>*Grad students only</p>	<p>Skill Level 3</p> <p>\$12.00/hr</p>
Music	<p>Computer Lab Monitor (School of Music)</p> <p>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.</p>	<p>Skill Level 1</p> <p>\$7.25/hr</p>
Music	Event Assistant	Skill Level 1

	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	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	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	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	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	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	Graduate Student Classroom Assistant  The position is design for students to assist a specific faculty member in teaching a class throughout the	Skill Level 3  \$12.00/hr

	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.	
Office of Educational Accessibility	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
Painting  Rebecca Sack Anderson 806 215-717-6495 <a href="mailto:rsack@uarts.edu">rsack@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  Rebecca Sack Anderson 806 215-717-6495 <a href="mailto:rsack@uarts.edu">rsack@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  Rebecca Sack Anderson 806 215-717-6495 <a href="mailto:rsack@uarts.edu">rsack@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

<p>Photography</p> <p>Jennifer Zaylea Terra Hall, 1501 215-717-6210 <a href="mailto:jzaylea@uarts.edu">jzaylea@uarts.edu</a></p>	<p>Office Assistant</p> <p>Under the supervision of the Photography Program Director, the work study-student is responsible for support for the Photography Program Office.</p> <p>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 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>Skill Level 2</p> <p>\$7.75/hr</p>
<p>Photography</p> <p>Jennifer Zaylea Terra Hall, 1501 215-717-6210 <a href="mailto:jzaylea@uarts.edu">jzaylea@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>RESPONSIBILITIES:</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> </ul>	<p>Skill Level 2</p> <p>\$7.75/hr</p>

	<ul style="list-style-type: none"> <li>Assist in organizing receptions, and other events.</li> <li>Meet and greet all guests in a presentable manner.</li> </ul> <p>REQUIREMENTS: 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>Photography</p> <p>Jennifer Zaylea Terra Hall, 1501 215-717-6210 <a href="mailto:jzaylea@uarts.edu">jzaylea@uarts.edu</a></p>	<p>Film Runner</p> <p>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.</p>	<p>Skill Level 2</p> <p>\$7.75/hr</p>
<p>President's Office</p> <p>Melanie Romay Hamilton Hall, 110 mromay@uarts.edu</p>	<p>Junior Office Assistant</p> <p>Assist the President's Office staff with duties as assigned. Greet visitors to President's Office, light telephone duties, scanning &amp; 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.</p> <p>*Professional dress code required.</p>	<p>Skill Level 2</p> <p>\$8.75/hr</p>
<p>President's Office</p> <p>Melanie Romay Hamilton Hall, 110 mromay@uarts.edu</p>	<p>Senior Office Assistant</p> <p>Assist the President's Office Staff with elevated duties as assigned. Assist in supervision of other work-study students and schedule, help managing calendar &amp; 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.</p> <p>*Professional dress code required.</p>	<p>Skill Level 3</p> <p>\$9.50/hr</p>
<p>Printmaking</p> <p>Laurel Schwass-Drew Anderson Hall, 6<sup>th</sup> fl 215.717.6485 <a href="mailto:lsdrew@uarts.edu">lsdrew@uarts.edu</a></p>	<p>Shop Monitor</p> <p>Assist shop users with equipment and materials. Assist with department projects, shop maintenance and cleanup. Must be reliable and able to work independently.</p>	<p>Skill Level 2</p> <p>\$7.75/hr</p>

	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.	
Provost's Office	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  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.	Skill Level 1  \$7.75/hr
Residence Life  Rhonda Fioresi Gershman Hall, 309 215-717-6970 rfioresi@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
School of Critical & Professional Studies  Yasmine El Gheur Terra Hall, 801 Phone #6260 Email <a href="mailto:yelgheur@uarts.edu">yelgheur@uarts.edu</a>	Critical Studies & First-Year Writing Programs  Dependable, diligent and detail-oriented persons only need apply.  Assisting both the Director and Senior Administrative Assistant in the Critical Studies office with general office duties, including filing, preparing mailings, answering incoming phone calls, photocopying, scanning projects, tracking and ordering office supplies for the department, and helping with administrative tasks for the Critical Studies faculty. Attention to detail and word processing skills are required. Must be reliable, on time for shifts, and able to work independently on projects as needed.  Hours available: 10am-5pm (Mon- Fri)	Skill Level 1/2  \$7.25-\$7.50/hr
School of Critical & Professional Studies  Melissa DiGiacomo 211 Terra Bldg, 9 <sup>th</sup> floor Phone #6089	School of Critical & Professional Studies Office Assistant  Dependable, diligent and detail-oriented persons only need apply.	Skill Level 2/3  \$7.50/-\$7.75hr

<p>Email: <a href="mailto:mdigiacom@uarts.edu">mdigiacom@uarts.edu</a></p>	<p>Provide phone and customer service support at front reception desk. Assist office staff with general office support. Good customer service skills required. Copying, filing, word processing and Adobe Suite computer skills required.</p>	
<p>School of Critical &amp; Professional Studies:</p> <p>Pre-College Saturday School</p> <p>Shannon Gingell Gershman Hall, 206 215-717-6097 sgingell@uarts.edu</p>	<p>Weekend Office Assistant</p> <p>Saturday morning office assistant positions available from (8:30am-1:30pm) for <u>eight consecutive weekends</u> each fall/spring semester.</p> <p>Diligent, detail-oriented, and DEPENDABLE individual need only apply.</p> <p>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.</p> <p>Computer skills are required for this position.</p> <p>* University will run Act 153 Clearances upon hiring</p>	<p>Skill Level 3</p> <p>\$7.75 - \$8.75 *depending on experience + seniority</p>
<p>School of Critical &amp; Professional Studies:</p> <p>Pre-College Summer Institute/Pre-College Saturday School</p> <p>Shannon Gingell Gershman Hall, 206 215-717-6097 sgingell@uarts.edu</p>	<p>Studio Classroom Assistant (SCA)</p> <p>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:</p> <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> <p>* University will run Act 153 Clearances upon hiring</p>	<p>Skill Level 3</p> <p>\$10.00/hr *dependent on experience</p>
<p>School of Critical &amp; Professional Studies:</p> <p>Pre-College Summer Institute</p> <p>Shannon Gingell Gershman Hall, 206 215-717-6097 <a href="mailto:sgingell@uarts.edu">sgingell@uarts.edu</a></p>	<p>Summer Institute Office Assistant</p> <p>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.</p> <p>Diligent, detail-oriented, and DEPENDABLE individual need only apply.</p>	<p>Skill Level 2/3</p> <p>\$7.75 - \$8.75 *depending on experience + seniority</p>

	<p>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.</p> <p>Computer skills are required for this position.</p> <p>* University will run Act 153 Clearances upon hiring</p>	
School of Film	Office Assistant	Skill Level 3
Hannah Burke Terra Hall, 1201 215-717-6464 <a href="mailto:hburke@uarts.edu">hburke@uarts.edu</a>	General administrative tasks. No previous experience required.	\$7.25/hr
School of Film	Student Digitizer/Editor	Skill Level 3
Hannah Burke Terra Hall, 1201 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.	\$8.25/hr
Sculpture	Shop Monitor	Skill Level 2
	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.	\$7.75/hr

Sculpture	<p>Senior Shop Monitor</p> <p>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.</p> <p>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.</p>	<p>Skill Level 3</p> <p>\$8.75/hr</p>
<p>Student Affairs</p> <p>Gigi Giusto Gershman Hall, 311 215-717-6617 ggiusto@uarts.edu</p>	<p>Office Assistant</p> <p>General Office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones.</p>	<p>Skill Level 1</p> <p>\$7.25/hr</p>
<p>Student Affairs</p> <p>Gigi Giusto Gershman Hall, 311 215-717-6617 ggiusto@uarts.edu</p>	<p>Commencement Assistant</p> <p>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.</p>	<p>Skill Level 1</p> <p>\$7.25/hr</p>
<p>Student Affairs</p> <p>Gigi Giusto Gershman Hall, 311 215-717-6617 ggiusto@uarts.edu</p>	<p>Junior Office Assistant</p> <p>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.</p>	<p>Skill Level 2</p> <p>\$7.75/hr</p>
<p>Student Affairs</p> <p>Gigi Giusto Gershman Hall, 311 215-717-6617 ggiusto@uarts.edu</p>	<p>Senior Office Assistant</p> <p>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....)</p> <p>*Requires a formal interview with Supervisor. Must have prior experience as a work study with Student Affairs</p>	<p>Skill Level 3</p> <p>\$8.75/hr</p>

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  David Smith Hamilton Hall, 270 215-717-6177 dasmith@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 workers also create new University IDs for faculty, staff, students, and alumni.	Skill Level 2  \$8.00/hr
Support Services: OTIS (Office of Information & Technology Services)	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)	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	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:	Imaging Lab Designer (Summer Only)	Skill Level 3

Print Services	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.	\$12.00/hr
Theater : Ira Brind School of Theater Arts	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	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	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	Skill Level 1  \$7.25/hr

	before first shift. Reports to Brind School Administrative Assistant and New Student Audition Coordinator.	
Theater : Ira Brind School of Theater Arts	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). 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.	Skill Level 3  \$8.75/hr
Theater : Brind School of Theater	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	Front of House Staff – includes Ushers, House Managers, and Box Office Assistants  Available to all UArts students. Must be available week nights and weekends.  Responsibilities include: <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	Box Office Manager	Skill Level 3  \$8.75/hr

	<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 Front of House Manager, Audience Services Coordinator in creating the work schedule and report to them directly.</p>	
<p>Theater : Ira Brind School of Theater Arts</p>	<p>Classroom Assistant</p> <p>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.</p>	<p>Skill Level 1</p> <p>\$7.25/hr</p>
<p>Theater : Ira Brind School of Theater Arts</p>	<p>Teacher Assistant</p> <p>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.</p>	<p>Skill Level 2</p> <p>\$7.75/hr</p>
<p>Theater : Ira Brind School of Theater Arts</p>	<p>Program Head Assistant</p> <p>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.</p>	<p>Skill Level 3</p> <p>\$8.75/hr</p>
<p>Theater : Ira Brind School of Theater Arts</p>	<p>Showing Assistant</p> <p>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.</p>	<p>Skill Level 3</p> <p>\$12.00/hr</p>

Theater : Ira Brind School of Theater Arts	Student Graphic Design Assistant  This student will aid the Brind School in generating promotional and marketing materials for productions and classes. The student will work closely with the dean, program heads, and our audience services manager. They will also work with the imaging lab to insure items are printed correctly. Strong skills in photoshop and indesign are required for this positon.	Skill Level 3  \$8.75

**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](http://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 Location Contact</b>	<b>Job Description</b>	<b>Wage</b>
Broad Street Ministry 315 S. Broad Street Philadelphia, PA 19107	Administrative Assistant  Job duties generally include, but are not limited to:  <ul style="list-style-type: none"> <li>• Administrative tasks within the main office of BSM including scanning, filing, research, and making phone calls.</li> <li>• Reception duties including answering phones, greeting guests, and providing information about BSM</li> <li>• Running errands (e.g. Kinko’s pick-ups, post office mailings, etc.).</li> <li>• Data entry into e-Tapestry, BSM’s donor database.</li> <li>• Assist with direct mailings.</li> <li>• Assist with BSM programming, including mail service</li> </ul>	Skill Level 1  \$8.75

	<p>and meals.</p> <ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul> <p>Detail-oriented, reliable, proficient in MS Office Suite, and should have good communication and typing skills. Training will be provided for all job duties.</p> <p>Possibility of work study employment after summer session.</p>	
<p>Broad Street Ministry 315 S. Broad Street Philadelphia, PA 19107</p>	<p>Hospitality Collaborative Intern</p> <p>Broad Street Ministry serves vulnerable individuals experiencing housing insecurity, poverty and homelessness. The Hospitality Collaborative Associate will assist Broad Street Ministry's Hospitality Collaborative with many different tasks throughout the program which supports these individuals. These tasks will include signing guests up for clothing appointments, managing individuals during the meal, sorting donations, assisting with personal care distribution and back stock, sorting and distributing mail, as well as some administrative work. The terms of employment are for one school year, with an option to extend through the summer.</p>	<p>Skill Level 1</p> <p>\$8.75</p>
<p>Broad Street Ministry 315 S. Broad Street Philadelphia, PA 19107</p>	<p>Mail Service Intern</p> <p>Job duties generally include, but are not limited to:</p> <p>Administrative tasks within the mail department of BSM including creating mail folders, scanning, filing, research, and making phone calls. Responding to messages and voicemails pertaining to mail services Sign up guest for mail services at BSM Implement a mail clean out every 3 months Reception duties including answering phones, greeting guests, and providing information about BSM Data entry into Microsoft Excel and/ or Google Docs Assist with direct mailings Orient volunteers Other duties as assigned.</p> <p>Qualifications: Detail-oriented, reliable, proficient in MS Office Suite, and should have good communication and typing skills. Training will be provided for all job duties.</p> <p>Hours: Monday-Friday during open hours.*</p> <p>*This position is to be filled as soon as possible and will continue throughout the academic year.</p>	<p>Skill Level 1</p> <p>\$8.75</p>

	<p>Candidate MUST be awarded Federal Work Study- check with Student Financial Services for federal eligibility.</p> <p>This is an OFF-CAMPUS position so student would be required to complete Act 153 Background Check, provided by the University upon hiring.</p>	
<p>Broad Street Ministry 315 S. Broad Street Philadelphia, PA 19107</p>	<p>Development Intern</p> <p>The Development Intern will be responsible for supporting BSM’s development department, which works diligently in ensuring grants and donors to maintain social services at Broad Street Ministry. They work hard to acquire finances to provide our guests with access to meals, clothing, mail and other essential needs. The Development department is a tight knit and efficient work environment, in which the ideal candidate will be able to prioritize urgent tasks, communicate clearly, and pay exceptional attention to detail. The Development Intern will work alongside the Development staff to ensure that all events run efficiently.</p> <p>Job duties generally include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Administrative tasks within the Development department including scanning, filing, research, and making phone calls.</li> <li>- Reception duties including answering phones, greeting guests, and providing information about BSM.</li> <li>- Running errands for the Development department (e.g. print pick-ups, post office mailings, etc.).</li> <li>- Data entry into e-Tapestry, BSM’s donor database.</li> <li>- Assist with direct mailings. - Assist Development with events including set up, break down, photography, etc.</li> <li>- Other duties as assigned.</li> </ul> <p>Qualifications: Detail-oriented, reliable, proficient in MS Office Suite, and should have good communication and typing skills. Training will be provided for all job duties. Hours: 8-12 hours per week, Monday-Friday. Reports to: Operations Coordinator and Development Coordinator</p> <p><b>*REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>- Candidate MUST be awarded Federal Work Study- check with Student Financial Services for federal eligibility.</li> <li>- Act 153 Background Check, provided by the University upon hiring.</li> <li>- A Résumé and cover letter.</li> </ul> <p>This is an off-campus position. This position is to be filled as soon as possible and will continue throughout the academic year and academic breaks.</p>	<p>Skill Level 1</p> <p>\$8.75</p>

<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh 215-569-2600 Ldeafenbaugh@factschool.org</p>	<p>Movement Assistant</p> <p>The primary responsibility of the Movement Assistant will be to work with small groups of students on the school playground to do movement activities that involve counting, geometric and/or rhythm patterns, rhymes, songs, etc. Group, pair and individual movement activities like double dutch, jump rope, handclap games, body percussion, step dance, etc. will engage students and stimulate them to apply their creativity to the movement games, while at the same time developing academic skills.</p> <p>Assistants will work with students from Kindergarten through eighth grade, some of whom are new to the United States and beginning to learn English. Excellent interpersonal skills and previous work experience with children is required. Knowledge and skills with a diversity of movement and childhood games is a plus. Fluency in Chinese or Arabic (and potentially other languages) is a plus but not required. Must have the ability to treat all students with respect, ensure student safety, and be willing to work collaboratively with teachers.</p> <p>This position requires that candidates can schedule their hours to fall between 10:30am – 2:15pm Monday-Friday. Position also requires Act 153 Background Check, provided by the University upon hiring. Candidates MUST be awarded Federal Work Study – Check with Student Financial Services for federal eligibility.</p>	<p>Skill Level 2</p> <p>\$9.50</p>
<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh 215-569-2600 Ldeafenbaugh@factschool.org</p>	<p>Education Assistant</p> <p>Primary responsibility of the Education Assistant will be to assist with the tracking of K-8th grade students' learning in FACTS folk arts education programs in K-8th grade classrooms. Education Assistants will work virtually. They will be responsible for managing digital files of student work and transcribing student written and digitally recorded assignments. In addition, Education Assistants may be able to assist folk artists and teachers with developing virtual instruction and assessment of student learning. Successful Education Assistants will have strong organizational skills and the ability to pay attention to the details and accuracy of their work. Education Assistants should have good computer skills, particularly with word processing and computer directories. Rudimentary skills with educational software or video editing would be a plus but</p>	<p>Skill Level 2</p> <p>\$9.50</p>

	<p>is not required.</p> <p>This is an off-campus Federal Work Study position located at Folk Arts – Cultural Treasures Charter School, 1023 Callowhill Street, Philadelphia, PA 19123</p> <p>As a virtual position the Education Assistant can flexibly schedule their hours, so long as they are available for regular zoom meetings with their FACTS supervisor. Position also requires Act 153 Background Check, provided by the University upon hiring. Candidates MUST be awarded Federal Work Study – Check with Student Financial Services for federal eligibility.</p> <p>To apply, email resume and application to Dr. Linda Deafenbaugh, Folk Arts Education Specialist <a href="mailto:Ldeafenbaugh@factschool.org">Ldeafenbaugh@factschool.org</a></p>	
<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh 215-569-2600 <a href="mailto:Ldeafenbaugh@factschool.org">Ldeafenbaugh@factschool.org</a></p>	<p>Math Tutor</p> <p>The primary responsibility of the Math Tutors will be to work one on one or in small groups of students assisting the youngsters in learning math. Math Tutors may work with students from 1st-8th grade. Math Tutors may also work with the Stars program of middle schoolers who are new to the United States and beginning to learn English. Some Stars students will have extensive mathematical knowledge and skills, others may not have basic numeracy mastered yet. Tutors will work one-on-one or in small groups to help students practice mathematical concepts and language that have been introduced by the teachers, while teachers are working with other small groups or individuals. Previous work with students is preferred but not required. Fluency in Chinese or Arabic (and potentially other languages) is a plus but not required.</p> <p>Must have the ability and willingness to follow teacher instructions and treat all students with respect.</p> <p>Position also requires Act 153 Background Check, provided by the University upon hiring.</p> <p>Candidate MUST be awarded Federal Work Study- check with Student Financial Services for federal eligibility.</p> <p>Résumé required. This is an off-campus position.</p>	<p>Skill Level 2</p> <p>\$9.50</p>
<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh 215-569-2600 <a href="mailto:Ldeafenbaugh@factschool.org">Ldeafenbaugh@factschool.org</a></p>	<p>Literacy Tutor</p> <p>The primary responsibility our the Literacy Tutors will be to work one-on-one or in small groups of students on learning reading and writing. Literacy tutors will support students in K - 6th grades as directed by the lead teacher. Some students are new to the United States and beginning to learn English.</p>	<p>Skill Level 2</p> <p>\$9.50</p>

	<p>Tutors will help students practice reading skills that have been introduced by the teachers while teachers are working with other small groups or individuals. Previous work with students is preferred but not required.</p> <p>Fluency in a language other than English could be helpful with working with some students, but is not required. Must have the ability and willingness to follow teacher instructions and treat all students with respect.</p> <p>Position also requires Act 153 Background Check, provided by the University upon hiring.</p> <p>Candidate MUST be awarded Federal Work Study- check with Student Financial Services for federal eligibility.</p> <p>Résumé required. This is an off-campus position.</p>	
<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh 215-569-2600 Ldeafenbaugh@factschool.org</p>	<p>Writing Tutor</p> <p>The primary responsibility of the Writing Tutors will be to work one-on-one or in small groups of students on developing students’ writing skills. Writing tutors will support students 7 th -8 th grades as directed by the lead teacher. Some students are newcomers to the United States and are just beginning to learn English. Tutors will help middle school students practice developing ideas to write about, using descriptive language and other writing techniques, engaging in revision and editing, and sharing their work aloud. Writing skills will be taught by the teachers with tutors supporting by working with small groups or individuals to practice the lessons. Writing tutors will also share examples of their own writing and describe their experiences with the creative process to help guide and inspire the young writers they are guiding. Excellent interpersonal skills and previous work with students is preferred. Fluency in a language other than English could be helpful with working with some students, but is not required. Must have the ability and willingness to follow teacher instructions and treat all students with respect.</p> <p>This is an off-campus Federal Work Study position located at Folk Arts – Cultural Treasures Charter School, 1023 Callowhill Street, Philadelphia, PA 19123</p> <p>This position requires that candidates can schedule their hours to fall between 8:00am – 4:00pm Monday-Friday. Position also requires Act 153 Background Check, provided by the University upon hiring. Candidates MUST be awarded Federal Work Study – Check with Student Financial Services for federal eligibility.</p>	<p>Skill Level 2</p> <p>\$9.50</p>

<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh 215-569-2600 Ldeafenbaugh@factschool.org</p>	<p>Videographer</p> <p>Primary responsibility of the Videographer will be to video record FACTS education programs in K-8th grade classrooms. Videographers will also be responsible for managing digital media files, logging audio video recordings, transcribing student written assignments, and assisting folk artists and teachers with assessments of student learning of FACTS. In addition, Videographer may be assisting with special FACTS events that involve families and community members. Videographer should have good computer skills, particularly with word processing and computer directories. Skills in video filming and photography preferred. Videographers with video editing skills may be able to assist with the creation of videos about FACTS education programs.</p> <p>This is an off-campus Federal Work Study position located at Folk Arts – Cultural Treasures Charter School, 1023 Callowhill Street, Philadelphia, PA 19123</p> <p>This position requires that candidates can schedule their hours to fall between 8:00am – 5:00pm Monday-Friday. Position also requires Act 153 Background Check, provided by the University upon hiring. Candidates MUST be awarded Federal Work Study – Check with Student Financial Services for federal eligibility.</p>	<p>Skill Level 2</p> <p>\$9.50</p>
<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh 215-569-2600 Ldeafenbaugh@factschool.org</p>	<p>Curriculum Development Assistant</p> <p>The primary responsibility of the Curriculum Development Assistant is to compile existing lesson plans, handouts, and learning support materials for art and culture units for Kindergarten through eighth grade, organize them (physically and electronically), and work with our school’s curriculum specialist team, artists and classroom teachers to improve the units. Curriculum Development Assistant may be asked to develop student assessment materials, design assignment handouts, edit readings, create instruction PowerPoints or find additional learning resources to support the units. Curriculum Development Assistant might also be asked to support an artist or teacher in delivering a lesson in order to record enacted curriculum components. Since we work on complex projects that can span grade-levels, skills that are important in this position include being organized and detail oriented. Must have interpersonal skills to be able to work collaboratively with education specialists, artists and classroom teachers. Must also be able to work independently to complete assigned tasks with supervision. Knowledge of and prior experience in education (teaching and learning) required. Graduate students preferred.</p>	<p>Skill Level 2</p> <p>\$9.50</p>

	<p>This is an off-campus Federal Work Study position located at Folk Arts – Cultural Treasures Charter School, 1023 Callowhill Street, Philadelphia, PA 19123.</p> <p>This position requires that candidates can schedule their hours to fall between 8:00am – 5:00pm Monday-Friday. Position also requires clearances for working with children in schools. Candidates MUST be awarded Federal Work Study – Check with Student Financial Services for federal eligibility.</p>	
<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh 215-569-2600 Ldeafenbaugh@factschool.org</p>	<p>Computer and Media Tech Assistant (Summer Only)</p> <p>The Tech Assistant will help maintain the computers and media equipment in our K-8th grade school under the supervision of our Technology Supervisor. During the summer (June, July, August), the Tech Assistant cleans and maintains equipment over the FACTS school’s summer break. Summer tasks can include physically cleaning equipment, updating software, reimaging and optimizing computers, and physically moving and setting up computer systems. Applicants should be physically able to lift and move machines (up to 50 pounds). Successful Tech Assistant will have the ability to pay attention to the details and accuracy of their work. While our school is in session, the duties of this position includes delivering equipment to teachers who request it, assisting teachers and students with using the equipment, organizing equipment in storage area, and assisting with document scanning.</p> <p>This is an off-campus Federal Work Study position located at Folk Arts – Cultural Treasures Charter School, 1023 Callowhill Street, Philadelphia, PA 19123</p> <p>This position requires that candidate can schedule their hours to fall between 8:00am – 5:00pm Monday-Friday. Position also requires Act 153 Background Check, provided by the University upon hiring. Candidate MUST be awarded Federal Work Study – Check with Student Financial Services for federal eligibility.</p>	<p>Skill Level 2</p> <p>\$9.50</p>
<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh 215-569-2600 Ldeafenbaugh@factschool.org</p>	<p>Graphic Design Assistant</p> <p>Primary responsibilities of the Graphic Design Assistant will be to design layouts and graphics for, and format the content of, grant reports, grant proposal handouts, brochures, curriculum, and student learning resources. Graphic Design Assistant may also work on updating our K-8th grade school’s website. Graphic Design Assistant works virtually. This Assistant works closely with FACTS school administrative staff on multiple projects, so having both interpersonal skills</p>	<p>Skill Level 2</p> <p>\$9.50</p>

	<p>to work collaboratively and time management skills to work independently to complete tasks is essential. Skills using graphic arts software such as InDesign or similar other programs is required. Skills in copy editing would be considered a plus but are not required.</p> <p>This is an off-campus Federal Work Study position located at Folk Arts – Cultural Treasures Charter School, 1023 Callowhill Street, Philadelphia, PA 19123</p> <p>As a virtual position the Graphic Design Assistant can flexibly schedule their hours, so long as they are available for regular zoom meetings with their FACTS supervisor. Position also requires Act 153 Background Check, provided by the University upon hiring. Candidates MUST be awarded Federal Work Study – Check with Student Financial Services for federal eligibility.</p> <p>To apply, email resume and application to Dr. Linda Deafenbaugh, Folk Arts Education Specialist <a href="mailto:ldeafenbaugh@factschool.org">ldeafenbaugh@factschool.org</a></p>	
<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh 215-569-2600 <a href="mailto:ldeafenbaugh@factschool.org">ldeafenbaugh@factschool.org</a></p>	<p>Internship Program Assistant</p> <p>Primary responsibility of the Internship Program Assistant will be to assist with supervising the summer high school student interns who will be preparing assessment data on FACTS folk arts education learning for analysis. The Internship Program Assistant will work with the high school interns on teamwork, quality of work, and task management. The Assistant will assist with the preparation of tasks for the high school teams and will have responsibilities for managing the digital files teams work with. Successful Internship Program Assistant will have strong organizational skills and the ability to pay attention to the details and accuracy of work. Assistant should have good computer skills, particularly with word processing and computer directories. Strong interpersonal interaction skills are extremely important and prior experiences working with teens is a plus.</p> <p>This is an off-campus Federal Work Study position located at Folk Arts – Cultural Treasures Charter School, 1023 Callowhill Street, Philadelphia, PA 19123</p> <p>This position requires that candidates can schedule their hours to fall between 8:00am – 5:00pm Monday-Friday. Position also requires Act 153 Background Check, provided by the University upon hiring. Candidates MUST be awarded Federal Work Study – Check with Student Financial Services for federal eligibility.</p>	<p>Skill Level 2</p> <p>\$9.50</p>
<p>Free Library of Philadelphia</p>	<p>Library Intern</p>	<p>Skill Level 2</p>

<p>Debi Leonard 215-686-5340 workstudy@freelibrary.org</p>	<p>The Free Library provides printed and electronic materials; provides information and reference services and provides a large variety of programs for adults, seniors, teens and children, as well as their parents and caregivers. Library Interns will work with a mentoring Librarian to assist in providing some or all of the above services. Student Employees will be placed in one of 54 library branches or a department of the Central Library. They may also participate in special projects in library agencies and citywide. Paid training is provided.</p> <p>Qualifications: Applicants must possess strong customer service, leadership and communication skills, with an interest in forwarding the various aspects of literacy and librarianship. Hours are flexible.</p> <p>PLEASE NOTE: Students who accept positions that will require them to work with minors will be responsible for completing the Act 153 Child Abuse Clearances. .All clearances must be complete BEFORE the student will be permitted to start working. Costs related to these clearances may be the responsibility of the student.</p>	<p>\$9.50</p>
<p>Free Library of Philadelphia</p> <p>Debi Leonard 215-686-5340 workstudy@freelibrary.org</p>	<p>Computer AID Assistant</p> <p>Job Description:</p> <ul style="list-style-type: none"> <li>• Welcomes users and orients them to the site and the site’s resources</li> <li>• Assists Computer Assistant in providing computer support and training</li> <li>• Proactively offers assistance to all PC and MAC users</li> <li>• Adheres to site curriculum and offering appropriate suggestions for change</li> <li>• Documents and tracks any training delivered to users</li> <li>• Maintains a safe, respectful and goal-oriented learning environment</li> <li>• Acts as a teacher, assistant, or coach depending on users’ needs</li> <li>• Understands the goals of the Computer Lab and bridging the Digital Divide</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Commitment to bridging the Digital Divide</li> <li>• Patient individual with good people skills</li> <li>• Experience with MS Word, Excel, and PowerPoint.</li> <li>• Strong understanding of diversity and social justice</li> <li>• Solid attention to detail</li> <li>• Familiarity with community organizing and social justice work</li> <li>• Ability to multi-task, hands-on training, site-monitoring, and reporting</li> </ul>	<p>Skill Level 2</p> <p>\$9.50</p>

	<p>* A combination of PC and MAC experience strongly preferred</p> <p>PLEASE NOTE: Students who accept positions that will require them to work with minors will be responsible for completing the Act 153 Child Abuse Clearances. .All clearances must be complete BEFORE the student will be permitted to start working. Costs related to these clearances may be the responsibility of the student.</p>	
<p>Free Library of Philadelphia</p> <p>Debi Leonard 215-686-5340 workstudy@freelibrary.org</p>	<p>After School Program Assistant</p> <p>The Free Library of Philadelphia’s LEAP (Literacy Enrichment After School Program) Program provides homework assistance, technology support, and literacy activities for school age children and teens. Each library branch has a LEAP Team consisting of library staff, an After School Leader and 2-3 teen employees, called Teen Leadership Assistants (TLAs). Associate Leaders assist in developing materials and providing mentorship, program development, and training for the TLAs. They may also participate in special projects in library agencies and citywide. Paid training is provided.</p> <p>Hours – This program runs Monday through Friday from 3:00 – 6:00. Work Study students do not need to be available on all 5 days however a minimum of two-three days is required.</p> <p>Qualifications: Students must possess strong leadership, technology, and communication skills. Need to demonstrate an ability to plan, organize and present programs, as well as have an interest in working with children and teens.</p> <p>Students who accept positions in the LEAP Program will be required to complete Act 153 clearances to be permitted to work with children. Costs related to these clearances may be the responsibility of the student.</p>	<p>Skill Level 2</p> <p>\$9.50/hr</p>
<p>Free Library of Philadelphia</p> <p>Debi Leonard 215-686-5340 workstudy@freelibrary.org</p>	<p>After School Program Assistant</p> <p>The Free Library of Philadelphia’s LEAP (Literacy Enrichment After School Program) Program provides homework assistance, technology support, and literacy activities for school age children and teens. Each library branch has a LEAP Team consisting of library staff, an After School Leader and 2-3 teen employees, called Teen Leadership Assistants (TLAs). Associate Leaders assist in developing materials and providing mentorship, program development, and training for the TLAs. They may also participate in special projects in library agencies and citywide. Paid training is provided.</p>	<p>Skill Level 2</p> <p>\$9.50/hr</p>

	<p>Hours – This program runs Monday through Friday from 3:00 – 6:00. Work Study students do not need to be available on all 5 days however a minimum of two-three days is required.</p> <p>Qualifications: Students must possess strong leadership, technology, and communication skills. Need to demonstrate an ability to plan, organize and present programs, as well as have an interest in working with children and teens.</p> <p>Students who accept positions in the LEAP Program will be required to complete Act 153 clearances to be permitted to work with children. Costs related to these clearances may be the responsibility of the student.</p>	
<p>Free Library of Philadelphia</p> <p>Debi Leonard 215-686-5340 workstudy@freelibrary.org</p>	<p>Graphic Design Intern</p> <p>The Free Library of Philadelphia Graphics Department is seeking a work-study student for fall 2018 to assist in the daily operations of a full-service design and communications department providing promotional and campaign materials for the Central Library and its 54 neighborhood locations. Working within the Free Library brand, the work-study will primarily create event flyers and social-media/web graphics, and coordinate with our internal print and copy center to ensure accurate and timely delivery of materials. The work-study will also take part in weekly design and production meetings as scheduling permits and interact with internal clients on system-wide communications.</p> <p>Qualifications: Junior and Senior Graphics Design Majors Only Applicants must possess a working knowledge of Adobe design software is required (Illustrator, InDesign, Photoshop) as well as strong communication skills and attention to detail. Hours are flexible.</p> <p>All candidate MUST be awarded Federal Work Study-check with Student Financial Services for information on federal eligibility.</p>	<p>Skill Level 2</p> <p>\$9.50/hr</p>
<p>Free Library of Philadelphia</p> <p>Debi Leonard 215-686-5340 workstudy@freelibrary.org</p>	<p>Special Collections Intern - Videographer/Editor</p> <p>This work study position will employ 1 student who will be based at the Parkway Central Branch of the Free Library of Philadelphia to work as a video intern to videotape and edit five short 2 minute video</p>	<p>Skill Level 2</p> <p>\$9.50/hr</p>

	<p>presentations. When complete, videos will be uploaded to the Free Library of Philadelphia YouTube Channel to be used for educational and promotional purposes. Federal Work Study student employees would be permitted to work up to 17.5 hours per week @ \$9.50/hr.</p> <p>Schedule -The intern will have a flexible schedule but must be available between February 4, 2019 to June 1, 2019, or until the work is completed before then. Filming will be coordinated among all participants so there is no set schedule yet. Once the video footage is taken, the editing schedule will be determined by the intern, based on two hard deadlines listed below.</p> <p>Required Skills - The intern will possess editing and filming video experience. Editing tools used will be either online, or provided by the intern.</p>	
<p>Historical Society of Pennsylvania</p> <p>1300 Locust St. Philadelphia, PA 19107</p>	<p>Digitization Assistant</p> <p>***Student must be eligible for Federal Work Study***</p> <p>The digitization assistant will report to the director of digital services, and digitize archival materials for rights and reproductions requests. The assistant's responsibilities are as follows:</p> <ol style="list-style-type: none"> <li>1. handle archival material and digitization equipment to create digital surrogates of collection materials.</li> <li>2. Perform image post-processing, such as minor color-correction and cropping.</li> <li>3. Create metadata records for digital surrogates in the digital asset management system, as well as using Filezilla to transfer files to other servers.</li> <li>4. Use the ticketing and workflow management system to support rights and reproductions work in the department.</li> </ol> <p>The ideal student will be detailed, organized, and familiar with digitization equipment/tools or able to learn. The student must also be able to handle rare and fragile collections material, as well as lift a minimum of 40 lbs. This position is expected to be 10 hours per week.</p> <p>Position also requires Act 153 Background Check, Child Abuse, and FBI Fingerprinting clearances provided by the University upon hiring.</p>	<p>Skill Level 2</p> <p>\$9.50/hr</p>
<p>Historical Society of Pennsylvania</p>	<p>Student Mentor Tutor</p>	<p>Skill Level 2</p>

<p>1300 Locust St. Philadelphia, PA 19107</p>	<p>***Student must be eligible for Federal Work Study***</p> <p>Student Mentors work directly with 6th-12th grade students who come during after-school hour to do independent research as “research buddies” or, depending upon the Mentor’s hours, with students who come with their class on field trips to the Historical Society of Pennsylvania.</p> <p>After-school mentoring duties consist of helping the secondary school students feel welcome, assisting in finding appropriate sources for their research, discussing interpretation of sources, and working with them on shaping historical arguments. We also offer to review and edit research papers. Because the 6th-12th grade students do not make reservations, we cannot guarantee how many younger students will arrive on any given day. Student Mentors, therefore, also help to maintain the Education section of hsp.org by auditing content and/or creating lessons plans using primary sources from HSP’s collections. Training is provided in all tasks.</p> <p>The hours for the after-school program is 2:30-5:30 Tuesday through Friday. A work study student would ideally work 9 hours per week, or three of those days for 30 weeks. If the work study student has a flexible schedule, she/he/they could move a shift on a particular week to a morning or early afternoon hour, should we have a school group booked, to assist with a field trip.</p> <p>Job qualifications include: prior experience working with younger students (in a club, babysitting, tutoring position, etc.), strong interest in history, and prior experience with doing research and/or great interest in learning how to do research with archival material.</p> <p>Position also requires Act 153 Background Check, Child Abuse, and FBI Fingerprinting clearances provided by the University upon hiring.</p>	<p>\$11.00/hr</p>
<p>Historical Society of Pennsylvania 1300 Locust St. Philadelphia, PA 19107</p>	<p>Visitor Service Assistant</p> <p>***Student must be eligible for Federal Work Study***</p> <p>The Visitor Service Assistant works with our Visitor Service Managers at the Front desk greeting business and research visitors. This job entails answering the phone, using the Office Suite software (Word and Outlook especially), using a cash register, and explaining clearly rules and procedures to patrons.</p> <p>In addition, the Assistant helps with any program or</p>	<p>Skill Level 2 \$10.00/hr</p>

	<p>event that occurs during the work time by helping with room set-up, visitor registration, taking photographs, setting up and monitoring systems, overseeing refreshments, and related tasks.</p> <p>Job qualifications include: prior customer service experience, ability to move chairs, carry food trays, and lift tables (maybe 20 lbs), and ability to use stairs. Prefer interest in history. Background check is mandatory. Ability to work Wednesday evenings until 8:30 p.m. is essential.</p> <p>The pay would be \$10/hour for 10 hours per week for 30 weeks. Four of the hours must be 4:30-8:30 p.m. on Wednesday. The other six hours can be divided among our public library hours: Tuesday and Thursday 12:30 p.m. - 5:30 p.m. or Friday 10:00 a.m. – 5:30 p.m. While the Wednesday hours must stay the same, these other hours can shift by semester, e.g. be different fall semester from spring semester.</p> <p>Position also requires Act 153 Background Check, Child Abuse, and FBI Fingerprinting clearances provided by the University upon hiring.</p>	
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**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

**Mariann Cardonick**

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