



Job Position Description

Title: DFPA Undergraduate Studio Assistant

Date: 2023

Department: Fine And Performing Arts

REPORTS TO: Dept. Chair, DFPA and Coordinator

PURPOSE: The DFPA Undergraduate Studio Assistant will serve as undergraduate assistant to the lead instructor working in the area/discipline to which they are assigned and for the Studios, Labs, Classrooms, Gallery and/or Performance Spaces; and DFPA main office or other spaces in FPAC.

DUTIES & RESPONSIBILITIES:

- Assist in coordinating open studios, computer labs, rooms, gallery and/or performance spaces in the FPAC as needed.
- Assist with users and groups within studios and spaces in FPAC; maintain the proper use of space, cleaning and organization, as well as safety precautions and sanitization of surfaces, chairs equipment and spaces due to COVID-19.
- Serve as peer mentors to other undergraduates who utilize studios, labs and classrooms for the completion of course work, practice and rehearsals.
- Complete tasks to maintain the flow of discipline specific activities within the space and assist professor, coordinators, FPAC/DFPA staff and chairperson as needed.
- Assist with checking student ID's opening and securing the rooms and spaces each day.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Prior experience working in a Studio/office setting.
- Studio Assistants should be knowledgeable and have a proven record of excellence in the area/discipline in which they will be working.
- Excellent communication skills and demonstrate a mature and friendly attitude.
- Present a well-groomed appearance and possess decision-making skills.

MINIMUM TRAINING & EXPERIENCE:

- Experience providing support to a key administrator.
- Knowledge of and skill in the application of office practices, procedures and equipment.
- Skill managing filing systems, maintaining confidentiality of information and handling sensitive matters with discretion and tact.
- Ability to project a professional and positive image; to understand and follow oral and written instructions; to communicate effectively both orally and in writing; interact with faculty, staff and students at all levels in a courteous and efficient manner.