**POSITION NUMBER:** KW00039  
**JOB TITLE:** CWS-Student Assistant I  
**DEPARTMENT:** Visual Arts  
**CAMPUS:** LSC-Kingwood  

**PAY:** $8.65 per hr.  
**HOURS:** up to 20 per/wk.

### POSITION SUMMARY

This position will support the Visual Arts Department in the ceramic division by monitoring and assisting students during studio hours; assisting with the maintenance of the studio; mixing glazes and clays; and assisting with the loading, the unloading and maintenance of the kilns. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

### PRIMARY RESPONSIBILITIES

1. Copying  
2. Scanning and/or shredding  
3. Provide general information related to the department  
4. Maintain inventory  
5. Set up learning environment (such as labs, classrooms, etc.)  
6. Event preparation and support  
7. Tutor, ability to take lecture notes, act as scribe, and proof read

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent  
- 0-1 Year experience

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service  
- Interpersonal skills  
- Organizational skills  
- Analytical and problem solving skills  
- Communication skills (written and/or oral)  
- Ability to multi-task

### USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects  
- Lift objects weighing up to 20 lbs.  
- Use small office equipment including copy machines or multi-line phone system  
- Use or repair small/light equipment such as power tools