

Work Study Program

Job Directory

2022-2023

SECTION 1: THE UNIVERSITY OF THE ARTS

Introduction

This directory is a representation of what positions are normally available through the work-study program. If you have any questions regarding this policy and procedure, please contact the Student Employment Coordinator via finaid@uarts.edu.

The Job Directory was prepared to help students locate a Work Study job and to serve as a reference tool during the 2022-2023 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 Board” located through the Student Portal at www.mycampus.uarts.edu. Student Financial Services 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 2022-23 FWS award can be used between July 1, 2022, and June 30, 2023. 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 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 and can be viewed on Student Self Service

An 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 a payroll check.

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

Job Directory

Admissions	Tour Guide	Skill Level 3
Sarah Acchione Associate Director for Visitor Experience Welcome Center Hamilton Hall 170 215-717-6016	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. Tour Guides will also be asked to complete general office duties including filing, photocopying, preparing bags/folders/mailings, typing, running errands, restocking materials, moving boxes or materials, and answering telephones. Other duties as assigned by the supervisor. *Tours and office hours are scheduled daily Monday-Friday between 9 am-5 pm and tour times vary so tour guides must have some flexibility in their	\$10.00/hr

	<p>availability. Tours will be offered both remotely as well as in-person.</p> <p>*Required to work Open House and Admit One events 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. (Revised 8/12/2021)</p>	
<p>Admissions</p> <p>Sarah Acchione Associate Director for Visitor Experience Welcome Center Hamilton Hall 170</p> <p>215-717-6016</p>	<p>Admissions Counselor Assistant</p> <p>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.</p> <p>Hours: minimum of 8 hours per week (Revised 8/12/2021)</p>	<p>Skill Level 3</p> <p>\$10.00/hr</p>
Art Alliance / Rosenwald-Wolf Galleries		
<p>Art Alliance/ Rosenwald-Wolf Gallery</p> <p>Mary Kay Kaminski mkaminski@uarts.edu 215-545-4302</p>	<p>Gallery Guide</p> <p>Being a gallery guide at the Art Alliance and Rosenwald-Wolf Gallery presents a unique opportunity for students to gain first hand experience with the daily ins and outs of running a gallery space, and serving in a primary public facing role to greet all of our visitors . In addition to the basic gallery guide training, students will have access to further professional development opportunities including workshops and curatorial talks.</p> <p>This position is public facing and requires a spirit of curiosity and hospitality: duties include greeting visitors, providing information about current exhibitions and the history of the space, fielding questions, phone calls and inquiries, tracking attendance, and assisting with tours. Gallery guides will also have the opportunity to support special events, ranging from artist talks to fundraisers.</p> <p>Qualifications: This position is designed for undergraduate students who want real-world gallery</p>	<p>Skill Level 2</p> <p>\$10/hr</p>

	<p>experience. A visitor-focused and friendly approach as well as punctuality and reliability are very important for this position. Curiosity, timeliness and an eagerness to help in a variety of tasks is ideal. Evening and weekend hours are a plus. Prior art space or performance experience is not required but appreciated. (revised 8/11/2021)</p>	
<p>Art Alliance/ Rosenwald-Wolf Gallery Mary Kay Kaminski mkaminski@uarts.edu 215-545-4302</p>	<p>Graduate Gallery Assistant</p> <p>UArts' premier gallery spaces are seeking enthusiastic and self-motivated graduate students to assist in running the visitor services team, engagement programs and other support activities. Working with the Gallery Guides, you will have a unique opportunity to gain first hand experience with the daily ins and outs of running a gallery space and engaging with the public. Further professional opportunities will include workshops and curatorial talk. There is the possibility for independent projects, including developing engagement ideas.</p> <p>This position is public facing and requires a spirit of curiosity and hospitality: duties include those of the regular gallery guide (greeting visitors, providing information about current exhibitions and the history of the space, fielding questions, phone calls and inquiries) as well as recording attendance, assisting with tours, assisting in program development, prepping galleries for installation and any other duties as need.</p> <p>Gallery assistants will also have the opportunity to support special events, ranging from artist talks to fundraisers.</p> <p>Some additional accessibility considerations: This job can be physically demanding, requiring guides to sit or stand for an extended period of time The job often involves the ability to move 25lbs, such as moving and folding chairs and other bulky items The Art Alliance is not a wheelchair accessible building, an ongoing challenge for members of our community.</p> <p>Qualifications: This position is designed predominantly for graduate students and has the potential for advancement. A visitor-focused and friendly approach as well as punctuality and reliability are very important for this position. Curiosity, timeliness and an eagerness to help in a variety of tasks is ideal. Evening and weekend hours are a plus. Prior art space or performance experience is desirable. (Revised 8/11/2021)</p>	<p>Skill Level 2</p> <p>\$14/ hr</p>

<p>Art Alliance/ Rosenwald-Wolf Gallery Mary Kay Kaminski mkaminski@uarts.edu 215-545-4302</p>	<p>Graduate Gallery Supervisor UArts' premier gallery spaces are seeking enthusiastic and self-motivated graduate students to assist in supervising the galleries and visitor services team, engagement programs and other support activities. Working with the Gallery Guides, you will have a unique opportunity to gain first hand experience with the daily ins and outs of running a gallery space and engaging with the public.</p> <p>This position is public facing and requires a spirit of curiosity and hospitality; it is also a supervising role: Gallery Supervising Assistants are responsible for overseeing the galleries and gallery team during weekend hours and other times as needed by staff. These responsibilities include opening and closing gallery spaces, providing assistance and direction to gallery guides, and mediating requests or concerns from guides or public. This is in addition to the general responsibilities of the Galleries student team members, including greeting and guiding visitors, assisting with administrative duties, assisting in engagement programming and development, prepping galleries for installation or de-installation and other duties as needed.</p> <p>Further professional opportunities will include workshops and curatorial talk. There is the possibility for independent projects, including developing engagement ideas. You also have the opportunity to support special events, ranging from artist talks to fundraisers.</p> <p>Some additional accessibility considerations: This job can be physically demanding, requiring guides to sit or stand for an extended period of time The job often involves the ability to move 25lbs, such as moving and folding chairs and other bulky items The Art Alliance is not a wheelchair accessible building, an ongoing challenge for members of our community.</p> <p>Qualifications: This position is designed predominantly for graduate students. A visitor-focused approach as well as punctuality, reliability and responsibility are critical for this position. Curiosity, timeliness and an eagerness to help in a variety of tasks is ideal. Some weekend availability is required; evening hours are a plus. Prior art space or performance experience is desirable. Prior experience supervising the work of others is preferred. (Revised 8/11/2021)</p>	<p>Skill Level 3 \$20/hr</p>
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Advising Center		
<p>Advising Center</p> <p>Christy (Blanca) Gonzalez Alissa Walker</p> <p>Gershman Hall, 207 401 S. Broad St. 215-717-6820 cgonzalez@uarts.edu aliwalker@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 3</p> <p>\$8.75/hr</p>
<p>Advising Center</p> <p>Christy (Blanca) Gonzalez Alissa Walker</p> <p>Gershman Hall, 207 401 S. Broad St. 215-717-6820 cgonzalez@uarts.edu aliwalker@uarts.edu</p>	<p>Peer Leader</p> <p>Serve as leaders and role models for new AAP students by coordinating group social/cultural activities and connecting new students to the UARTS community. Serve as Connect Program Leaders. Selected through a competitive application process. Must be successful academically and possess excellent leadership and communication skills.</p>	<p>Skill Level 3</p> <p>\$8.75/hr</p>
<p>Advising Center</p> <p>Christy (Blanca) Gonzalez Alissa Walker</p> <p>Gershman Hall, 207 401 S. Broad St. 215-717-6820 cgonzalez@uarts.edu aliwalker@uarts.edu</p>	<p>Peer Tutor (varying subjects)</p> <p>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 a minimum of TWO hours per week. *University will run background check upon hiring</p>	<p>Skill Level 3</p> <p>\$8.75/hr</p>
<p>Advising Center</p> <p>Christy (Blanca) Gonzalez Alissa Walker</p> <p>Gershman Hall, 207 401 S. Broad St. 215-717-6820 cgonzalez@uarts.edu aliwalker@uarts.edu</p>	<p>Course Fellow</p> <p>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</p>	<p>Skill Level 3</p> <p>\$8.75/hr</p>
<p>Advising Center</p> <p>Christy (Blanca) Gonzalez Alissa Walker</p> <p>Gershman Hall, 207</p>	<p>Writing Fellow</p> <p>Must attend initial tutor training & training meetings throughout the academic year. 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</p>	<p>Skill Level 3</p> <p>\$10.00/hr</p>

401 S. Broad St. 215-717-6820 cgonzalez@uarts.edu hweckel@uarts.edu	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.	
Art & Design Education		
Art & Design Education Carolina Blatt Hamilton Hall, 330 215-717-6050 cblatt@uarts.edu	Office Assistant 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 artwork for gallery exhibition. Undergraduates or graduate students with experience in Art & Design Ed. preferred.	Skill Level 3 \$10.00-\$12.00/hr
Art & Design Education Carolina Blatt Hamilton Hall, 330 215-717-6050 cblatt@uarts.edu	Assistant to Chair/Directors of Art & Design Ed. 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). Graduate students with experience in Art & Design Ed. preferred.	Skill Level 3 \$10.00-\$12.00/hr
Book Arts & Printmaking		
Printmaking ED+PM Coordinator Paper Eoghan Buck pabuck@uarts.edu	Level 2 Shop Monitor This position is designed for students who have experience working with printshop, papermaking or bindery. Responsible for brief shifts in the evening hours during nights of week when the studio experiences high volume. Assist with duties related to general support and safety with maintaining studio, cleaning studios, organizing storage areas, monitoring for safe practices, and assisting with program related events. Technical knowledge is required. (revised 08/09/2021)	Skill Level 3 \$8.75

<p>Book Arts & Printmaking (MFA)</p> <p>Lori Spencer lspencer@uarts.edu</p> <p>Paper Eoghan Buck pabuck@uarts.edu</p>	<p>Graduate Shop Tech</p> <p>Oversees assigned studios. Prepares assigned studios for classes, stocks all necessary supplies, works with shop supervisor to maintain equipment, reports any maintenance issues, distributes materials/tools, and other duties as assigned by the Print Shop Supervisor and the instructors. This position is for graduate students only. (revised 8/11/2021)</p>	<p>Skill Level 3</p> <p>\$15.00/hr</p>
UArts Store		
<p>Bookstore (UArts Store)</p> <p>Christopher Robertson 307 S. 13th St. (13th & Spruce) 215-717-6833 workstudy.shop@uarts.edu</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. 13th St. (13th & Spruce) 215-717-6833 workstudy.shop@uarts.edu</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 as 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. 13th St. (13th & Spruce) 215-717-6833 workstudy.shop@uarts.edu</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. 13th St. (13th & Spruce) 215-717-6833</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</p>	<p>Skill Level 3</p> <p>\$8.75/hr</p>

workstudy.shop@uarts.edu	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.)	
Campus Life		
Campus Life Kristen Burkett Hamilton Hall, 151 215-717-6615 kburkett@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
Campus Life Kristen Burkett Hamilton Hall, 151 215-717-6615 kburkett@uarts.edu	Orientation Assistant Duties related to New Student Orientation including move-in help (assist orientation leaders bringing new students' items into residence halls), running errands, disseminating information, pre & post orientation activities. Heavy lifting is required.	Skill Level 1 \$7.25/hr
Campus Life Kristen Burkett Hamilton Hall, 151 215-717-6615 kburkett@uarts.edu	Activities Assistant Assists in organizing Student Activities sponsored events. Primary duties include planning, advertising, and manning various weekends and evening events during the academic year. Includes some general office duties.	Skill Level 2 \$7.75/hr
Campus Life Kristen Burkett Hamilton Hall, 151 215-717-6615 kburkett@uarts.edu	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 kburkett@uarts.edu	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 kburkett@uarts.edu	Intramurals Coordinator The Intramurals Coordinator is critical in organizing and facilitating weekly intramural events in addition to creating and distributing communications and marketing initiatives. The Intramurals Coordinator	Skill Level 2 \$8.25/hr

	greet students as they arrive, makes sure students sign waivers, enforces all intramural and 12 th 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.	
Career Services		
<p>Career Services</p> <p>Elisa Seeherman Gershman Hall, 312 215-717-6075 eseeherman@uarts.edu</p>	<p>Data Entry/Office Assistant</p> <ul style="list-style-type: none"> - 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. 	<p>Skill Level 1</p> <p>\$7.25/hr</p>
<p>Career Services</p> <p>Elisa Seeherman Gershman Hall, 312 215-717-6075 eseeherman@uarts.edu</p>	<p>Junior Data Entry/Office Assistant</p> <p>Must have prior experience as a Data Entry/Office Assistant in Career Services.</p> <ul style="list-style-type: none"> - 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. - Assists in training new office assistants in protocols and procedures. 	<p>Skill Level 1</p> <p>\$7.75/hr</p>
Ceramics		
<p>Crafts & Material Studies: Ceramics</p> <p>Chris Rodgers chroddgers@uarts.edu</p>	<p>Level 3 Shop Monitor</p> <p>Assist shop supervisor with daily tasks. Assist with duties related to production of ceramic objects such as loading and unloading kilns, mixing glazes, recycling, unloading deliveries and cleaning the studio. Helping with repairs of all equipment, such as kilns and clay mixers. Responsible for end of day studio clean up and monitoring studio in the evenings. Technical knowledge is required. (revised 08/09/2021)</p>	<p>Skill Level 3</p> <p>\$8.75/hr</p>

Fibers		
<p>Crafts & Material Studies: Fibers</p> <p>Izzie Ashley iashley@uarts.edu</p>	<p>Level 3 Shop Monitor Assists shop supervisor and faculty with daily tasks. Helps with repair of equipment. Responsible for brief shifts in the evening hours during nights of week when the studio experiences high volume. Assist with duties related to general support and safety with maintaining studio, cleaning dye lab, sewing room, weaving studio, organizing storage areas, assisting with resale and inventory, and assisting with program related events. Technical knowledge required. (revised 8/9/2021)</p>	<p>Skill Level 3 \$8.75/hr</p>
Dance		
<p>Dance</p> <p>Cameron Childs Terra Hall, 312 215-717-6580 cchilds@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 \$7.25/hr</p>
<p>Dance</p> <p>Cameron Childs Terra Hall, 312 215-717-6580 cchilds@uarts.edu</p>	<p>Junior Office Assistant</p> <p>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.</p>	<p>Skill Level 2 \$7.75/hr</p>
<p>Dance</p> <p>Cameron Childs Terra Hall, 312 215-717-6580 cchilds@uarts.edu</p>	<p>Senior Office Assistant</p> <p>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.</p>	<p>Skill Level 3 \$8.75/hr</p>
<p>Dance</p> <p>Cameron Childs Terra Hall, 312 215-717-6580 cchilds@uarts.edu</p>	<p>Finance and Scheduling Assistant</p> <p>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.</p>	<p>Skill Level 3 \$15.00/hr</p>
<p>Facilities</p> <p>Desiree DeLuca Spruce Hall, Mezzanine 1228 Spruce St. 215-717-6826 ddeluca@uarts.edu</p>	<p>Facilities Assistant (Summer position only)</p> <p>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. Take care to protect floors, trim, hardware, switches/outlets and furnishings within the work area. Utilizes appropriate tools and paint finishes.</p>	<p>Skill Level 3 \$10.00/hr</p>

	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.	
Fine Arts: Gallery: Rosenwald-Wolf Gallery Michael Ciervo Anderson Hall ROSWOLF 215-717-6480 mciervo@uarts.edu	Gallery Assistant / Front Desk Responsibilities include but are not limited to: Opening, closing, and monitoring the gallery. Greeting visitors and presenting an informed and pleasant demeanor when interacting with the public. Light clerical duties (making copies, running errands). Maintaining an orderly and clean front desk and gallery. Keeping the mailing list up to date with all new entries and changes (per request). Providing daily support to gallery staff (including minor assistance with installation, de-installation, and packing). Assist with setup and close of opening receptions (per request).	Skill Level 2 \$7.75/hr
Fine Arts		
Fine Arts, School of Art Rebecca Sack Jennifer Greenburg rsack@uarts.edu jgreenburg@uarts.edu	Gallery Senior Assistant This position requires experience with professional gallery practices. Dependability, conscientiousness, strong communication skills and an eye for detail are absolutely essential. (revised 08/09/2021)	Skill Level 3 \$8.75/hr
Fine Arts Peter Reese preese@uarts.edu	Level 2 Shop Monitor This position is designed for students who have experience working in the Fine Arts Facilities. The Shop Monitor's primary role is to assist students in the safe and effective use of tools and equipment in the Fine Arts studios. Additionally, the Shop Monitor will assist with basic cleaning and maintenance in the fine Arts studios (painting, sculpture and first year), assisting faculty preparing classrooms. (revised 08/09/2021)	Skill Level 2 \$7.75/hr
Graphic Design		
Graphic Design Jacqueline Dugan Terra Hall, 1312 215-717-6225 jdugan@uarts.edu	Graphic Design Promotional Assistant Design, print, and post promotional materials and e-blasts for Graphic Design events such as lectures, guest critiques, and studio visits Post and monitor promotional content on Graphic Design Instagram page	Skill Level 2 \$7.75/hr

	Photograph classroom crits, workshops, and events for future publicity purposes Assist in large format printing and mounting of promotional signage for lectures and events	
Graphic Design Jacqueline Dugan Terra Hall, 1312 215-717-6225 jdugan@uarts.edu	Junior Office Assistant Requires knowledge of general office duties, which may include filing, photocopying, preparing mailing, typing, running errands, and answering telephones. *Requires 2 years of experience in the Graphic Design office.	Skill Level 2 \$7.75/hr
Health Services		
Health Services Suzanne Scott Gershman Hall, 306 215-717-6652 sscott@uarts.edu	Office Assistant Responsibilities include general office duties such as filing, photocopying, running errands, stuffing envelopes, typing, assisting with set-ups, occasionally staffing the front desk including greeting visitors, and assisting with check-in process, and completing other tasks under the direction of the supervisor.	Skill Level 1 \$7.25/hr
Human Resources Christine Schaefer Hamilton Hall 260 215-717-6366 cschaefer@uarts.edu	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
Industrial Design: MDES Product Design Katie Maas kmaas@uarts.edu Terra Hall 504 215-717-6523	Program Assistant The MDES Product Design Assistant will: <ul style="list-style-type: none"> - Provide photographic documentation of program events, critiques, guests, and trips. - Update and maintain the program social media accounts - Adjust, update, and maintain the program website - Assist in preparing exhibition or lecture materials for presentations by the program Requirements * Graduate applicants only * Social media management experience required	Skill Level 3 \$12.00/hr

	* Software and web design experience required	
International Student Programs	Office Assistant	Skill Level 1
Mara Flamm Terra Hall, 719 215-717-6621 mflamm@uarts.edu	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.	\$7.25/hr
International Student Programs	International Student Support Advisor	Skill Level 2
Mara Flamm Terra Hall, 719 215-717-6621 mflamm@uarts.edu	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.	\$7.75/hr
Library: Greenfield and Music Libraries	Circulation Assistant	Skill Level 2
Annie Stauffer anstauffer@uarts.edu	Shelve library materials, maintain order of shelves and search for missing items. Assist circulation staff with ongoing projects. Assist patrons with locating materials, as well as equipment and directional questions. Also performs circulation operations, including checking-in/out library materials in conjunction with library policies.	\$7.75/hr
Media Resources	Check-Out Operator	Skill Level 1
Jeffrey Einhorn Terra Hall, 1202 215-717-6548 mediaresourcescenter@uarts.edu	Experience in Film or Photography preferred. Responsibilities include: opening, cleaning and shutting down darkrooms, edit areas, studios and labs. Mixing chemistry, and monitoring 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 Terra Hall, 1202 215-717-6548 mediaresourcescenter@uarts.edu	Experience in Film, Animation or Photography preferred. Responsibilities include: building equipment reservations for students and faculty, operating the check-out counters and assisting 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
		\$9.25/hr

Jeffrey Einhorn Terra Hall, 1202 215-717-6548 mediaresourcescenter@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.	
Media Resources (15th Floor only) Jeffrey Einhorn Terra Hall, 1202 215-717-6548 mediaresourcescenter@uarts.edu	Photography Studio Monitor This position may only be held by a Senior student only who has advanced knowledge of studio equipment and workflow. Assists the Photography Coordinator in the studio management and upkeep, setting up studio for daily use, taking inventory, sending out equipment for repairs and assisting students and faculty in troubleshooting tasks.	Skill Level 3 \$9.25/hr
Museum Studies Michael Maley mmaley@uarts.edu	Marketing Assistant Responsibilities include managing social media channels (Instagram, Twitter, Facebook, LinkedIn), collection of content for these channels, supply tracking and reporting, clerical duties, (such as filing, typing, copying, faxing), misc. administrative computer tasks (spreadsheets, data entry, powerpoint, MailChimp), program support (workshops and meetings), and other duties as assigned. *Grad students only	Skill Level 3 \$12.00/hr
Museum Studies Michael Maley mmaley@uarts.edu	Librarian and Archivist Responsibilities include the organization and maintenance of the Von Hess Resource Center (VHRC) library, development, and maintenance of VHRC library catalog, collecting and reporting on book requests, assisting students with book recommendations which correlate to their personal thesis research, organization of the physical thesis archives, and other duties as assigned. *Grad students only	Skill Level 3 \$12.00/hr
Museum Studies Michael Maley	Studio Technician	Skill Level 3 \$12.00/hr

mmaley@uarts.edu	Responsibilities include the organization and maintenance of the first and second-year studios, tidying and keeping track of supplies in the model shop (M19), providing guidance on the use of shop tools, tracking and reporting supply requests, and other duties as assigned. *Grad students only	
Music		
Music Morgan Walbridge mwalbridge@uarts.edu	Computer Lab Monitor (School of Music) Open and close lab. Communicate issues and problems to the Music Technology Office. Refill paper and toner. Assist lab users. Keep the lab and monitors clean. Must have basic computer skills and a familiarity with the Macintosh platform and other music software packages. Music students preferred.	Skill Level 1 \$7.25/hr
Music Morgan Walbridge mwalbridge@uarts.edu	Event Assistant Assist School of Music staff with various events throughout the year, including audition days, Open House and JazzFest. Music students preferred.	Skill Level 1 \$7.25/hr
Music Morgan Walbridge mwalbridge@uarts.edu	Office Assistant General office duties which may include filing, photocopying, preparing mailings, typing, running errands, printing programs and answering telephones. Assists with auditions, concerts and other departmental functions. Some manual labor. Music students preferred.	Skill Level 1 \$7.25/hr
Music Morgan Walbridge mwalbridge@uarts.edu	Student Classroom Assistant (SCA) Assist specific faculty member with general office duties (filing, photocopying, etc.). Helps prepare scores or other music for rehearsals. Acts as contact for festivals or workshops. Requires working knowledge of music notation and digital music software. Position assigned as needed.	Skill Level 2 \$7.75/hr
Music Morgan Walbridge mwalbridge@uarts.edu	Senior Office Assistant General office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones. Assists with auditions, concerts and other departmental functions. Advanced duties may include training new office assistants, making rehearsal room reservations, preparing programs for School of Music performances. *Requires 2 years of experience in the Music Office.	Skill Level 3 \$8.75/hr
Music	Ear Training Lab Monitor	Skill Level 3

Morgan Walbridge mwalbridge@uarts.edu	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.	\$8.75/hr
Music Jenny Neff jeneff@uarts.edu	Graduate Student Classroom Assistant The position is designed for students to assist a specific faculty member in teaching a class throughout the semester. Duties will include office tasks such as filing and photocopying, research, and organizing class activities. Graduate SCAs will also provide important critical feedback to students during class meetings and individual tutorials. The requirements of the position will depend upon the class for which it is required and the faculty needs.	Skill Level 3 \$12.00/hr
School of Music JohnPaul Beattie jbeattie@uarts.edu 215-717-6233 Peter Dampman pdampman@uarts.edu	Assistant Sound Technician Capable of running all aspects of the Wagman recording studios, and Caplan Recital Hall. These include mixing front of house, supporting recording sessions, live recording, live streaming, mixing down concerts for archival purposes, software and equipment support for students, and other duties as assigned. Must have an advanced understanding of the recording studios, university venues, mixing consoles, and audio equipment. The completion of prior coursework and further training is required. (revised 08/10/2021)	Skill Level 3 \$10.25/hr
Office of Educational Accessibility Kelly Deasy kdeasy@uarts.edu	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
President's Office Melanie Romay Hamilton Hall, 110 mromay@uarts.edu	Junior Office Assistant Assist the President's Office staff with duties as assigned. Greet visitors to the President's Office, light telephone duties, scanning & shredding documents, running various errands, monitoring office supplies, general guest area and kitchen, organize office when necessary. Will also be asked to handle a few	Skill Level 2 \$8.75/hr

	<p>confidential items, manage phone calls, and greet VIP guests such as board members.</p> <p>*Professional dress code required.</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 manage calendar & schedule, monitor office supplies, general guest area/President's Office/kitchen, assist in emailing and calling internal and external contacts. Assists in front desk management, helping 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>Residence Life</p> <p>Gershman Hall, 309 215-717-6970 John Hurley johurley@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>School of Critical & Professional Studies</p> <p>Yasmine El Gheur Terra Hall, 801 Phone #6260 Email yelgheur@uarts.edu</p>	<p>Critical Studies & First-Year Writing Programs</p> <p>Dependable, diligent and detail-oriented persons only need apply.</p> <p>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.</p> <p>Hours available: 10am-5pm (Mon- Fri)</p>	<p>Skill Level 1/2</p> <p>\$7.25-\$7.50/hr</p>
<p>School of Critical & Professional Studies</p> <p>Melissa DiGiacomo 211 Terra Bldg, 9th floor Phone #6089 Email: mdigiacomo@uarts.edu</p>	<p>School of Critical & Professional Studies Office Assistant</p> <p>Dependable, diligent and detail-oriented persons only need apply.</p>	<p>Skill Level 2/3</p> <p>\$7.50/- \$7.75hr</p>

	Provide phone and customer service support at the 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>School of Critical & Professional Studies:</p> <p>Pre-College Saturday School Sarah Acchione 215-717-6016</p> <p>Gershman Hall, 206</p>	<p>Weekend Office Assistant</p> <p>Saturday morning office assistant positions available from (8:30am-1:30pm) for eight consecutive weekends each fall/spring semester.</p> <p>Diligent, detail-oriented, and DEPENDABLE individuals need only apply.</p> <p>Great customer service, answering phone calls, copying, filing, word processing, shopping for class supplies, organizing 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 & Professional Studies:</p> <p>Pre-College Summer Institute/Pre-College Saturday School Sarah Acchione 215-717-6016</p> <p>Gershman Hall, 206</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"> - Supervises students in the absence of the instructor and at the instructor's discretion - Assists in the facilitation of activities and/or use of specialized equipment during class - Attends and supervises program field trips - Attends the student orientation and final reading/ performance/ exhibition for the particular course/ program he/ she is assigned <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 & Professional Studies:</p> <p>Pre-College Summer Institute Sarah Acchione 215-717-6016</p> <p>Gershman Hall, 206 215-717-6097</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 individuals need only apply.</p> <p>Great customer service, answering phone calls,</p>	<p>Skill Level 2/3</p> <p>\$7.75 - \$8.75 *depending on experience + seniority</p>

	<p>copying, filing, word processing, shopping for class supplies, organizing 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
<p>Hannah Burke</p> <p>Terra Hall, 1201</p> <p>215-717-6464</p> <p>hburke@uarts.edu</p>	General administrative tasks. No previous experience required.	\$7.25/hr
School of Film	Student Digitizer/Editor	Skill Level 3
<p>Hannah Burke</p> <p>Terra Hall, 1201</p> <p>215-717-6464</p> <p>hburke@uarts.edu</p>	<p>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.</p>	\$8.25/hr
Sculpture		
Sculpture	Level 3 Shop Monitor	Skill Level 3
<p>Peter Reese</p> <p>preese@uarts.edu</p>	<p>Metal shop, Plaster shop, Carriage House, Metal Shop and Sculpture studios are the area of focus would be the Metal Shop. Rounds of the classrooms would be made periodically throughout the day to clean and set up for the next day's classes.</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</p>	\$8.75

	equipment in the sculpture studios, as well as to perform basic cleaning and maintenance of sculpture equipment and facilities. The Senior Shop Monitor will assist with training new Shop Monitors in the sculpture studios, and be responsible for ensuring that proper safety procedures are followed during the evening and weekend shifts in the sculpture studios. Technical knowledge required. (revised 08/09/2021)	
Student Affairs		
Student Affairs Sara Pyle spyle@uarts.edu Gershman Hall, 311 215-717-6617	Office Assistant General Office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones.	Skill Level 1 \$7.25/hr
Student Affairs Sara Pyle spyle@uarts.edu Gershman Hall, 311 215-717-6617	Commencement Assistant 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.	Skill Level 1 \$7.25/hr
Student Affairs Sara Pyle spyle@uarts.edu Gershman Hall, 311 215-717-6617	Junior Office Assistant Must have experience as an Office Asst. in the Office of Student Affairs. Along with general office duties which may include filing, photocopying, preparing mailings, typing, running errands, and answering telephones this student may also be asked to assist with training new and returning work-study students in office procedures. Requires computer skills and proficiency in dealing with specific situations as deemed by the Student Affairs Coordinator.	Skill Level 2 \$7.75/hr
Student Affairs Sara Pyle spyle@uarts.edu Gershman Hall, 311 215-717-6617	Senior Office Assistant Must have experience as an Office Asst. in the Office of Student Affairs. Assists with training new and returning work-study students in office procedures. Requires computer skills and proficiency in dealing with specific situations as deemed by the Student Affairs Coordinator and fixing basic office equipment (fax, copier, printer, shredder, etc....) *Requires a formal interview with Supervisor. Must have prior experience as a work study with Student Affairs	Skill Level 3 \$8.75/hr
Student Affairs Sara Pyle spyle@uarts.edu Gershman Hall, 311	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.	Skill Level 3 \$8.75/hr

215-717-6617	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.	
Student Financial Services		
Student Financial Services Heather Hutchison Harris hhutchisonharris@uarts.edu Hamilton Hall, 270 215-717-6177	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 time card 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) Jeff Devers Green jdeversgreen@uarts.edu	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) Jeff Devers Green jdeversgreen@uarts.edu	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 Oludare Oredipe ooredipe@uarts.edu	Lab Monitor Maintain and oversee use of digital printing equipment. Assist students with general questions and use of printing equipment. Maintain equipment and cleanliness of labs and work areas. Other duties as needed.	Skill Level 2 \$7.75/hr
Support Services: Print Services Oludare Oredipe ooredipe@uarts.edu	Imaging Lab Designer (Summer Only) Assist in developing a brand image for the Imaging Lab by creating a logo and unified look for the lab, creating internal and external documents, creating advertising posters and signs, and designing	Skill Level 3 \$12.00/hr

	informational packets. Students should be a Graphic Design student going into their senior year.	
Theater		
<p>Ira Brind School of Theater Arts: Production Gershman Hall 215-717-6445 Anderson Scene Shop 215-717-6955</p> <p>Lindsay Cram lcram@uarts.edu</p> <p>Joe Fasciano jfasciano@uarts.edu</p> <p>Troy Martin O'Shia tmartinoshia@uarts.edu</p>	<p>Theater Production Assistant 1 Assist with general duties related to stage productions and maintenance. Skills needed: carpentry, painting, lighting, sewing and/or crafts. Some administrative duties Strong organization skills needed for non-sewing or creative tasks. Non-Theater majors welcome. (revised 08/09/2021)</p>	<p>Skill Level 1 \$7.25/hr</p>
<p>Ira Brind School of Theater Arts: Production Gershman Hall 215-717-6445 Anderson Scene Shop 215-717-6955</p> <p>Lindsay Cram lcram@uarts.edu</p> <p>Joe Fasciano jfasciano@uarts.edu</p> <p>Troy Martin O'Shia tmartinoshia@uarts.edutmartinos hia@uarts.edu</p>	<p>Theater Production Assistant 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. Some administrative duties. Non-Theater majors welcome (revised 08/09/2021)</p>	<p>Skill Level 2 \$8.00/hr</p>
<p>Ira Brind School of Theater Arts: Production Gershman Hall 215-717-6445 Anderson Scene Shop 215-717-6955</p> <p>Lindsay Cram lcram@uarts.edu</p> <p>Joe Fasciano jfasciano@uarts.edu</p> <p>Troy Martin O'Shia tmartinoshia@uarts.edu</p>	<p>Theater Production Assistant 3 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. Some administrative duties. Non-Theater majors welcome. (revised 08/09/2021)</p>	<p>Skill Level 3 \$9.00/hr</p>
<p>Ira Brind School of Theater Arts: Production</p>	<p>Theater Production Assistant 4 Assist production staff and oversee production crew.</p>	<p>Skill Level 4 \$10.00/hr</p>

<p>Gershman Hall 215-717-6445 Anderson Scene Shop 215-717-6955</p> <p>Lindsay Cram lcram@uarts.edu</p> <p>Joe Fasciano jfasciano@uarts.edu</p> <p>Troy Martin O'Shia tmartinoshia@uarts.edu</p>	<p>Skills needed: Advanced carpentry, painting, lighting, sewing and/or crafts. Strong organization skills</p> <p>needed for non-sewing or creative tasks. Some administrative duties. Non-Theater majors welcome. (revised 08/09/2021)</p>	
<p>Ira Brind School of Theater Arts</p> <p>Madison Claus Terra Hall, 601 mclaus@uarts.edu</p>	<p>Office Assistant</p> <p>Available to all programs and class levels 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/copiers, organizing Brind School storage areas, providing front desk/phone coverage in the Theater office in the absence of Brind School Administrative Assistant. Students might also help maintain studio spaces, provide relevant information during prospective student tours, and assist with shadow days for prospective students. Mandatory training before the first shift. This position is hired at the start of the fall semester for the duration of the academic year; students may not need to reapply to be rehired. (revised 08/09/2021)</p>	<p>Skill Level 1</p> <p>\$7.25 - \$7.75 /hr</p>
<p>Ira Brind School of Theater Arts</p> <p>Madison Claus Terra Hall, 601 mclaus@uarts.edu</p>	<p>Lead Student Representative</p> <p>Available to all programs within the Ira Brind School of Theater Arts. Must be at least a second-semester sophomore. Must be available several weekends per academic year. Responsibilities include working New Student Auditions, Open Houses, Admit One events, and accepted student shadow days. Mandatory training before the first shift. Reports to Brind School Administrative Assistant and New Student Audition Coordinator. This position is hired on a semester basis; students may not need to reapply to be rehired. (revised 08/09/2021)</p>	<p>Skill Level 1</p> <p>\$7.25/hr</p>
<p>Ira Brind School of Theater Arts</p>	<p>New Student Audition Coordinator</p>	<p>Skill Level 3</p>

<p>Madison Claus Terra Hall, 601 mclaus@uarts.edu</p>	<p>Available to all programs and class levels 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 schedules 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 the first shift. Reports to Brind School Administrative Assistant. This position is hired at the start of the fall semester for the duration of the academic year; students may not need to reapply to be rehired. (revised 08/09/2021)</p>	<p>\$8.75/hr</p>
<p>Ira Brind School of Theater Arts</p> <p>Madison Claus Terra Hall, 601 mclaus@uarts.edu</p>	<p>Front of House Staff – includes Ushers, House Managers, and Box Office Assistants</p> <p>Available to all UArts students. Must be available weeknights and weekends throughout the academic year.</p> <p>Responsibilities include: Checking-in audience members for Brind School shows and events, handling money for Brind School productions. Keeping the performance spaces clean and safe for audience members, supporting the needs of Brind School audiences. Knowledge of Brind School facilities and general production information necessary. Overseeing and recording all front-of-house operations during a given performance, maintaining consistent contact with the production stage manager.</p> <p>Mandatory training before the first shift. Reports to Front of House Manager/Senior Administrative Assistant. This position is hired on a semester basis. Students may not need to reapply to be rehired. (revised 08/09/2021)</p>	<p>Skill Level 2</p> <p>\$7.75/hr</p>
<p>Ira Brind School of Theater Arts</p> <p>Madison Claus Terra Hall, 601 mclaus@uarts.edu</p>	<p>Box Office Manager</p> <p>Available to all programs within the Ira Brind School of Theater Arts. Must be at least a second-semester sophomore. Must be available weeknights and weekends throughout the academic year. Responsible for all Box Office Assistant tasks and overseeing the Box Office Assistants and Front of</p>	<p>Skill Level 3</p> <p>\$8.75/hr</p>

	House Staff. At the end of each shift, Box Office Managers are responsible for filling out and submitting necessary paperwork. Should help ensure safety of audience members and production team as appropriate. Maintain consistent contact with the production stage manager as appropriate. Mandatory training before the first shift. Previous experience as Front of House Staff preferred. Will assist the Audience Services Coordinator/Senior Administrative Assistant in creating the work schedule for Front of House Staff. Reports to Audience Services Coordinator/Senior Administrative Assistant. This position is typically hired at the start of the fall semester for the duration of the academic year. (revised 08/09/2021)	
Ira Brind School of Theater Arts Madison Claus Terra Hall, 601 mclaus@uarts.edu	Assistant to Community Relations Coordinator Available to students in the Ira Brind School of Theater Arts. This position will assist the Brind Community Relations Coordinator with conducting research, curating wall displays and information for students, preparing meeting spaces, scheduling, gathering supplies, and running errands directly related to program needs. This position requires recommendation for hire from the Community Relations Coordinator. (revised 08/09/2021)	Skill Level 2 \$7.75/hr

SECTION 3: Off-campus work study

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

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

Community Partner Job Directory: Off-Campus Work Study

<p>The Philadelphia School After School Program</p> <p>Kimberly Carter Program Director kcarter@tpschoool.org</p>	<p>Teacher in After School Enrichment Program</p> <p>The Philadelphia School (TPS) is seeking candidates for part-time teachers in the After School Enrichment Program (ASEP). We are a Preschool - 8 progressive, independent school located in Philadelphia, Pennsylvania with an enrollment of 410 students. Since our founding in 1972, The Philadelphia School has grown in size, complexity, and diversity. This growth has been rooted firmly in the progressive values with which our founders began: immersive learning, responsive pedagogy, and meaningful engagement with the world. The Philadelphia School seeks educators with a deep interest in social justice and a commitment to personal and professional growth.</p> <p>EXPECTATIONS FOR THE PHILADELPHIA SCHOOL EMPLOYEES Support the school's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, commitment to the school, accountability and ownership, and highest regard for confidentiality and exemplary ethical standards.</p> <p>Position Summary: The After School Enrichment Program (ASEP) at The Philadelphia School (TPS) provides a wide range of fun and creative theme-based activities for preschool through grade 5 during after school hours. Under the supervision of the Assistant Director of Auxiliary Programs, an ASEP Teacher is responsible for overseeing students in a creative and nurturing after school environment, which serves over 100 students daily.</p> <p>Principal Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Responsible for the well-being of students enrolled in ASEP, while ensuring school's program standards. 2. Implements and enforces all health and safety policies set forth by the school. 3. Assists with attendance and dismissal procedures, as needed. 4. Collaborates with the Director of ASEP and the entire team of ASEP Teachers to plan and implement enriching and fun age-appropriate curriculum. 5. Serves to support student engagement and behavior, including any necessary documentation and communication with the Director of ASEP. 6. Attends any required professional development through classes, lectures, and presentations. 7. Respects and helps to maintain program space, materials, and other school facilities. <p>Work Hours: Work hours are available Monday through Friday from 3:00 - 6:00 pm.</p>	<p>Skill Level 2 \$8.75</p>
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	<p>Qualifications:</p> <ul style="list-style-type: none"> • High School diploma and previous work with children is required. • Experience in higher education within a related field is preferred. • Highly motivated and enthusiastic about working in an academic atmosphere. • Demonstrates a genuine interest in children, education, and after school programs. • Possesses sensitivity, cultural competence, and confidentiality in working with students. • Exercises professional judgment in making responsible decisions. • Communicates appropriately and effectively with students, coworkers, administrators, and other school personnel. • Overall mobility is essential including sitting, walking, standing, driving, and working under adverse conditions for extended periods of time during the work day. • The ability to lift 20 lbs to transport supplies and educational equipment/material is essential to performing the duties of the job. <p>Students who accept positions with The Philadelphia School Off Campus Work Study Program will be required to complete the PA State Child Abuse Clearances and Act 153 Clearances in order to be permitted to work with minors. The University of the Arts will cover the cost of the background checks.</p> <p>The Philadelphia School is an Equal Opportunity Employer The Philadelphia School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Philadelphia School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The Philadelphia School expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Philadelphia School employees to perform their job duties may result in discipline up to and including employment termination.</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</p>	<p>Skill Level 2</p> <p>\$9.50</p>

	<p>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>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 is not required.</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>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 Ldeafenbaugh@factschool.org</p>	
<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh 215-569-2600 Ldeafenbaugh@factschool.org</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>Candidates 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 Ldeafenbaugh@factschool.org</p>	<p>Literacy Tutor</p> <p>The primary responsibility of 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. 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. 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>Candidates 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 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</p>	<p>Skill Level 2</p> <p>\$9.50</p>

	<p>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>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</p>	<p>Skill Level 2</p> <p>\$9.50</p>

	Background Check, provided by the University upon hiring. Candidates MUST be awarded Federal Work Study – Check with Student Financial Services for federal eligibility.	
<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>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>Skill Level 2</p> <p>\$9.50</p>
<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh</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.</p>	<p>Skill Level 2</p> <p>\$9.50</p>

<p>215-569-2600 Ldeafenbaugh@factschool.org</p>	<p>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 include delivering equipment to teachers who request it, assisting teachers and students with using the equipment, organizing equipment in storage areas, 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 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>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 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</p>	<p>Skill Level 2</p> <p>\$9.50</p>

	<p>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 ldeafenbaugh@factschool.org</p>	
<p>Folk Arts-Cultural Treasures Charter School (FACTS) 1023 Callowhill St.</p> <p>Linda Deafenbaugh 215-569-2600 ldeafenbaugh@factschool.org</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>Debi Leonard 215-686-5340 workstudy@freelibrary.org</p>	<p>Library Intern</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>Skill Level 2</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"> • Welcomes users and orients them to the site and the site's resources • Assists Computer Assistant in providing computer support and training • Proactively offers assistance to all PC and MAC users • Adheres to site curriculum and offering appropriate suggestions for change • Documents and tracks any training delivered to users • Maintains a safe, respectful and goal-oriented learning environment • Acts as a teacher, assistant, or coach depending on users' needs • Understands the goals of the Computer Lab and bridging the Digital Divide 	<p>Skill Level 2</p> <p>\$9.50</p>

	<p>Qualifications:</p> <ul style="list-style-type: none"> • Commitment to bridging the Digital Divide • Patient individual with good people skills • Experience with MS Word, Excel, and PowerPoint. • Strong understanding of diversity and social justice • Solid attention to detail • Familiarity with community organizing and social justice work • Ability to multitask, hands-on training, site-monitoring, and reporting <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:</p> <p>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</p>	<p>Skill Level 2</p> <p>\$9.50/hr</p>

	be permitted to work with children. Costs related to these clearances may be the responsibility of the student.	
<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>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</p>	<p>Skill Level 2</p> <p>\$9.50/hr</p>

	<p>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 (Illustrator, InDesign, Photoshop) as well as strong communication skills and attention to detail. Hours are flexible.</p> <p>All candidates MUST be awarded Federal Work Study- check with Student Financial Services for information on federal eligibility.</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 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>Skill Level 2</p> <p>\$9.50/hr</p>