

Colorado Mountain College

Position Description

Title: Lab Assistant, Part-time, maximum 28 hours per week.
FLSA Classification: Non-Exempt (Hourly)
Hiring Rate: \$21.46 per hour

Primary Responsibility

Under the direction of the Lead Art Faculty and Assistant Dean of Instruction, the Lab Assistant (ART), helps with the operations of the ceramics, studio art, digital fabrication lab and the art gallery. The Lab Assistant is responsible for organizing studio materials for instruction, inventorying materials and monitoring supplies, maintenance of all studio equipment including kilns and digital fabrication, receiving materials and rotating clay stock and assisting in the installation of art exhibitions. The Art Lab Assistant will also maintain and update SDS data sheets and other studio safety documents that includes lab procedures and safety protocols. An hourly time sheet is required. Schedules will be arranged on a weekly basis with the lead faculty and will change according to the needs of the programs.

This is a part-time position which is limited to 28 hours per CMC's workweek. CMC's workweek is Saturday through Friday.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient to meet the rigors of the position, such as a High School Diploma and 2 years of related experience in ceramics, studio art, metals, printmaking and digital fabrication is preferable. Or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position. Special Skills or abilities directly applicable to the position: Strong interest or experience in ceramics, digital fabrication and art installation practices are preferred.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Assist lead faculty in maintaining equipment, and all aspects of studio management.
2. Monitor equipment, inventory, clean and organize equipment

3. Maintain and monitor all studios / labs usage and maintain the student usage schedule.
4. Meet weekly with lead faculty for to prioritize work flow
5. Effective communication via email with faculty, staff, and students is required
6. Other duties as assigned

Supervision Received

Position usually works within the framework of responsibilities but may require guidance at times.

Supervisory Responsibility

Position has no supervisory responsibility.

Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report when applicable. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. This position may require some weekend and/or evening hours to help support ART courses.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasionally lifting of 50 pounds and may at times require assisted lifting up to 100 lbs., carrying, pushing or pulling objects up to 25 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Frequent handling of large equipment. Work is performed using a computer and standard office equipment, hand and rotary tools and driving a vehicle occasionally. This position may include working out-of-doors at times.

HR Reference Information:	
Position group and code:	
Date of review:	7012022

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.