

3D Art Technical Assistant

Job Description

Position Information

Position Title 3D Art Technical Assistant

Position Number

Department Art and Art History

Reports to (Title) Professor of Art

Seated Employee

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The 3D Art Technical Assistant provides health, safety, and technical support to the Department of Art's studio art major with the primary oversight responsibility in the ceramic studio, sculpture studio, woodshop, metal-shop, and student gallery. A secondary responsibility is to liaise with the 2D Art Technical Assistant as needed in print media studio, painting studio, drawing studio, and digital lab. Art Technical Assistants are the nexus between students, faculty, Facilities Management, and the larger Grinnell College structure. They serve as caretakers of our spaces, materials, and equipment in order to foster safety and accessibility. The ideal candidate will collaborate with the 2D Art Technical Assistant to develop a unified support structure.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. Bachelor's degree from four-year college or university

If a specific degree, certification, license, or registration is necessary, please list. BA/BFA or MA/MFA (preferred) in 3D Studio practices and processes.

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Three years or more

Preferred Qualifications n/a

FLSA Category Exempt

Staff/Faculty Staff

Employment Status Full-Time

Employment Category	Regular
Essential Staff (emergency situations)?	No
On-Call?	No

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility	Support student learning: maintain equipment, train equipment use, assist with student hires/training
Percentage Of Time	30
Responsibility	Manage materials, supplies, and studios: i.e. ordering supplies, stocking and re-stocking inventory, maintain organized safe working spaces for teaching and learning
Percentage Of Time	25
Responsibility	Faculty support: supervise students in and out of class times, assist with faculty labor, provide demonstrations
Percentage Of Time	20
Responsibility	Technology, equipment, and spaces: ITS/FM liaison; inspect, assess, arrange for support, repair or new purchase.
Percentage Of Time	10
Responsibility	Student Gallery: schedule and support student exhibitions in Smith Gallery
Percentage Of Time	10
Responsibility	Health & Safety: hazardous waste disposal, hazardous material oversight, PPE, demonstrations, OSHA, best practices, safety demonstrations, etc.
Percentage Of Time	5

General Responsibilities**General Responsibilities**

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities?

Yes

If yes, then check all that are supervised by this position.

Supervise Student Staff

No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

6; 60 hours

Supervise Non-Exempt Staff

No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff

No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

Computer Operations

Please check one of the following

Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

Travel

Please check one of the following

Minimal overnight travel (up to 10%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data	1/3 to 2/3
- Essential or Marginal?	Essential
Effective communication skills	Over 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	1/3 to 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	1/3 to 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	1/3 to 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	1/3 to 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	None
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	Over 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	Over 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3

- Essential or Marginal? Essential

Handling multiple assignments and priorities Over 2/3

- Essential or Marginal? Essential

Completing work in an accurate manner Over 2/3

- Essential or Marginal? Essential

Concentrating - maintaining attention to details and task 1/3 to 2/3

- Essential or Marginal? Essential

Memory functions (remembering names, details and procedures) 1/3 to 2/3

- Essential or Marginal? Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position 1/3 to 2/3

Traverse/move locations 1/3 to 2/3

Ascend or descend between floors Over 2/3

Reach with hands and arms Over 2/3

Ascend or descend ladder Under 1/3

Position self to access small or restricted spaces Under 1/3

Communicate or exchange information Over 2/3

Detect specific flavors or odors 1/3 to 2/3

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device) Over 2/3

Weight lifted or force exerted: up to 25 pounds (with or without assisted device) Over 2/3

Weight lifted or force exerted: up to 50 pounds (with or without assisted device) Over 2/3

Weight lifted or force exerted: up to 100 pounds (with or without assisted device) Under 1/3

Weight lifted or force exerted: more than 100 pounds (with or without) Under 1/3

assisted device)

Please check one of the following

Moderate physical activity performing somewhat strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply.

Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Color vision (ability to identify and distinguish colors), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)

Under 1/3

Extreme cold (non-weather)

None

Extreme heat (non-weather)

1/3 to 2/3

Outdoor weather conditions

Under 1/3

Work near moving mechanical parts

1/3 to 2/3

Work in high, precarious places

Under 1/3

Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)

1/3 to 2/3

Toxic or caustic chemicals

Under 1/3

Work with explosives

Under 1/3

Risk of electrical shock

Under 1/3

Vibration (i.e. operating jackhammer, impact wrench)

None

Risk of radiation

None

Confined Spaces

Under 1/3

Please check one or more of the following locations where this job would work

Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

How much noise is typical for the work environment of this job? Check the appropriate level below.

Moderate noise (examples: business office with computers and printers, light traffic) , Loud (examples: metal can manufacturing department, large earth-moving equipment)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.