

## **Skutt and Harper Centers Student Employee Job Description**

**Title:** Art Apprentice

**Supervisor:** Assistant Director of Finance

**General Description:**

The Art Apprentice is a part-time, temporary student employee. He/she helps coordinate the art throughout the buildings and various spaces around campus.

**Pre-Requisites:**

1. Enrollment at Creighton University
2. A cumulative GPA of 2.0 or higher
3. An art student preferred

**Duties and Responsibilities:**

1. Help choose the art that rotates throughout the Skutt and Harper Centers and various other places on campus
2. Work with hanging and arranging the art
3. Make recommendations for pieces to buy
4. Help coordinate at least two art shows a year
5. Help maintain art inventory
6. Attend employee meetings

**Expectations:**

1. Keep a good arrangement of art throughout the Skutt and Harper Centers and other places on campus
2. Be responsible and fulfill duties even under limited supervision
3. Be creative and organized
4. Keep the departments informed on what is going on with the art in the buildings

**Knowledge, Skills, and Abilities:**

1. Have a good knowledge of art and how to arrange it
2. Organizational skills
3. Good human relation skills

**Addendum**

**Title:** Art Coordinator

**Supervisor:** Assistant Director of Finance

**General Description:** The Art Coordinator will perform all of the duties, responsibilities and expectations of an Art Apprentice but with additional responsibilities.

**Pre-Requisites:**

1. Must have previous Art Apprentice experience of at least 1 year or up to the discretion of the manager if less than 1 year
2. A cumulative GPA of 2.5 or higher

**Duties and Responsibilities:**

1. Develop semester work schedules to include weekday and rotating weekend schedules for academic semesters, holidays, breaks, and summer periods
2. Supervise the substitution policy. If necessary, assist the members in locating a substitute or may work the shift for them
3. Train new Art Apprentice and/or assist with continued training of all Art Apprentice team members
4. Hold weekly/quarterly meetings
5. Help manager complete employee evaluations

**Expectations:**

1. Be positive and encouraging when dealing with others
2. Lead by being an outstanding example