



SPRING HILL
COLLEGE

Student Employment Program Job Description

Work-study Position: Studio Art Assistant

Department: Visual Arts

Location: Murphy Fine Arts Studios and Eichold Gallery

Supervisor: Wanda Sullivan wsullivan@shc.edu

Rate of Pay: \$10

Length of Employment: August 2025 through May 2026

Schedule: Hours are variable depending on Exhibitions in the gallery. 10 hours per week.

Purpose of Position: The student employee will perform a variety of duties, including but not limited to, cleaning and organizing art studios, assisting the gallery director with installation, de-installation and packing art, and miscellaneous duties as they relate to the needs of the art department.

Description of Duties and Responsibilities that relate to student's role/position:

- Clean Art Studios **P/WE**
- Organize Art Studios **P/WE**
- Clean Silkscreens **P/WE**
- Assist with Gallery Installation **CT/PS T/C**
- Assist with Gallery Deinstallation **CT/PS T/C**
- Put Labels up for Exhibitions **P/WE**
- Unpack and Pack Art for Exhibitions **P/WE**

Required Knowledge, Skills, and Abilities:

NACE Career Readiness Competencies identified after each task.

- Critical Thinking/Problem Solving
- Oral/Written Communication
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global Understanding
- Previous Art Courses
- Organization Skills
- Ability to Physically Climb Ladders and Move Sculpture Pedestals

Qualification Standards:

- Eligible for Work-study
- Studio Art Experience

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.



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- Flexible Schedule

Evaluation Procedures:

Evaluations will be completed at the end of each academic year. Student employee and supervisor will meet to discuss the evaluation. Both parties will sign the evaluation that will be turned in to the Office of Financial Aid.