

Job Description and Application Instructions
VISUAL RESOURCES ASSISTANT

THIS POSITION REQUIRES A WORK-STUDY AWARD THROUGH FINANCIAL AID

Overview of Facilities

The Visual Resources Center (VRC) provides and facilitates access to images, imaging, and related information resources for teaching and research in the Department of Art & Art History. The VRC houses a multimedia digital collection with an online database for search and display. The VRC archives and circulates DVDs from the department's Visiting Artist Program, and provides them in streaming format in its database. We provide public scanning stations for use by faculty and students in the department. Additionally, the VRC maintains AV and digital equipment for use in the classroom and for creative work and documentation.

Position Description

Visual Resources Assistants perform a variety of tasks, including the creation of digital images using flatbed scanners and slide scanners, and the descriptive cataloging data to accompany those images in the database. Job duties also include assisting patrons using the public scanning stations. Other duties may be specified by the supervisor. Training is provided.

The intensive training required for this position means that we rarely hire students in their senior year; in general we prefer to hire freshmen and sophomores. However, juniors or seniors with relevant job experience or special skills may be considered. We generally hire students majoring in art history, studio art, or related areas that focus on visual culture. The position provides students in these areas a great opportunity to work with and learn about a broad variety of images depicting art, architecture, and related visual culture. Experience in art, art history, and/or digital imaging is desirable.

Student employees must have work-study awards through Financial Aid. Visual Resources Assistants are paid an hourly wage on a biweekly basis (paydays on alternating Fridays).

The VRC depends on work-study employees for its operations. Given the importance of a full staff and the difficulty in finding work-study replacements after the beginning of the semester, work-study employees must commit to working a set number of hours for the duration of the semester (through finals week).

The weekly schedule and number of hours per week varies according to individual needs. We require a schedule with a minimum of eight hours per week, preferably ten, and we prefer at least two hours per shift. Hours must be scheduled Mon.-Fri., between 8:00 a.m. and 5:00 p.m. Priorities for employee schedules are the peak hours between 10:00 a.m. and 3:00 p.m.

As we rely on employees to work the number of hours per week to which they commit, it is important that they be realistic about the number of hours they can work per week. Absences should occur only due to illness or very unusual (i.e., rare) and important conflicts. In the event of an absence, employees should inform the Director and the Digital Imaging and Technology Coordinator as far ahead of time as possible. Employees are asked to make up any regularly scheduled hours they miss, except in the case of illness.

To Apply for a Visual Resources Assistant Position:

The application process for these positions is competitive. Successful applicants will demonstrate in their letters of interest, resumes, and interviews that they possess the most important qualities required of this job:

- Experience with art or art history courses, and/or digital imaging;
- Capacity and willingness to pay very close attention to detail;
- Proactive customer service skills;
- Ability to work independently.

1) Send a letter of interest in the form of an e-mail message to aahvrcjobs@gmail.com. Please include the following information:

1. How you learned about this position;
2. Why you are interested in this position;
3. The amount of your work-study award **per semester** (applicants must have already received an award at the time of application);
4. The number of hours that you would prefer to work per week;
5. The days and specific times you are **available to work** between the hours of 8:00am and 5:00pm (M-F) for the upcoming semester, if known at the time of application. Be sure to account for time needed to get to the VRC from your class (e.g., if you have a class that ends at 1:45, do not indicate that you are available at 1:45; tell us you are available at 2:00).

2) Attach a resume to the e-mail. Your resume should include:

- a. Your employment history with dates of employment and job duties;
- b. Your educational background and plans, including your GPA (high school if freshman; college if sophomore, junior, or senior), your major (declared or planned), and your projected graduation date;
- c. Any experience or skills related to the position (such as art or art history classes, personal interests, digital imaging, web design, career goals, etc.);
- d. The names, titles, and phone numbers of three references, and the nature of your relationship to them.