

**SALEM COMMUNITY COLLEGE
POSITION DESCRIPTION**

Position Title: Glass Education Center (GEC) Lab Monitor (Part-time)

Salary Grade: \$10 to \$12/hour (Not to exceed 30 hours per week)

Minimum Qualifications:

Education: High school diploma required. Associate's degree preferred.
Can not be a current SCC student.

Experience: Two or more years of experience in the glass field.

Skills/Abilities:

1. Basic hot shop, cold shop and flame working knowledge.
2. Demonstrate a thorough knowledge and understanding of the safety rules and procedures, as well as the specific rules for each studio/lab area.
3. An open and flexible attitude and understand their schedule is subject to change based on the Glass Education Center schedule.
4. Able to stand or walk for long periods of time and lift, move and carry heavy objects.
5. Able to work near and around hot equipment bending and crouching.
6. Demonstrate reliability and trustworthiness.
7. Must have a consistent source of transportation.

Reporting Structure:

Reports to: Glass Education Center Coordinator

Responsibilities of the Position:

1. Oversee the Glass Education Center as assigned by the GEC Coordinator.
2. Ensure the continued adherence by students to the rules and procedures of the GEC including health and safety protocol.
3. Oversee students during open lab time as assigned by the GEC Coordinator.
4. Assist with minor care and maintenance of the studio/lab equipment, primarily lighting and shutting down the studio areas before or after open lab time.
5. Report any health and safety issues, equipment issues, student issues and/or injuries to the Coordinator of GEC and/or Security.
6. Other duties as assigned by the GEC Coordinator.

The position will remain open until filled; however, preference will be give to application materials received by **January 18, 2012**. Qualified applications should send a cover letter, resume and contact information for 3 professional references to: employment@salemcc.edu.

AA/EOE

Last Rev. May 2011