

**Job Description/Title:** Instructional Assistant I → Ceramics Studio Specialist  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

**MONTEREY PENINSULA COLLEGE**

**CERAMICS STUDIO SPECIALIST**

**Job Summary**

Under general supervision, within a broad framework of standard policies and procedures, plan, organize, coordinate, and participate in a wide variety of responsible support activities related to the operation of the Ceramics Department which will include loading/unloading both gas and electric kilns, hands-on activities with glazes, clays, operation of a pug mill, repair, and maintenance and construction of shop equipment and assisting students with tools and equipment.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

Enable completion of student projects by coordinating the loading, firing, unloading of both gas and electric kilns as needed.

Mix clay, re-cycle clay; safely operate pug mill.

Mix glazes, oxides, and slips as needed.

Work with and assist ceramics faculty, student workers, and/or others in the instruction of small groups of students or individual students in assigned area; assist and supervise tool and equipment operation.

Coordinate materials and supplies for Ceramic Department operation including consumables unique to ceramics and hazardous waste labeling and disposal.

Assist supervisor in executing plans for the special assignment area; supervise students as directed.

Maintain kiln room and kiln furniture including scraping, grinding, and washing/vacuuming kiln shelves and insides of kilns; organize/maintain order of shops, classrooms, kiln room, glaze room, and storage areas.

Perform basic repairs of kilns, tools, and equipment.

Assist Ceramics Department faculty in determining the instructional and/or other materials required to accomplish the assigned tasks.

Provide ongoing inventory of raw materials to assist in ordering of supplies and equipment; conduct inventories and keep log.

Resolve conflicts within scope of authority; maintain sensitivity to aesthetic concerns of those involved.

Prepare a variety of letters and documents related to the operation of the Ceramics Department such as MSDS sheets, etc.

Assist visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.

Keep routine records and files.

## **Other Functions**

Operate basic audio/video and photographic equipment.

Perform other related duties, as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. Completion of approximately two years of college level course work in the area to which assigned or three years of field experience; specific knowledge and skills in the field assigned; and one year of recent related experience. Familiarity with the visual arts and basic studio art practices, ceramics studio practices and basic photography preferred.

### **Knowledge**

Knowledge of: kilns, kiln firing, glaze mixing, shop and art studio practices; basic studio safety practices and equipment; ceramic studio clean-up procedures; variety of studio materials; basic fabrication skills; basic photography techniques; basic mathematical calculations; basic tool and ceramic equipment repair and maintenance; art documentation techniques; current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of software applications as needed to fulfill requirements of the job; and public and human relations skills.

### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; safely operate kilns and ceramic equipment; accurately/safely mix clays, glazes, slips and oxides as needed; safely operate pug mill; maintain and repair hand tools and power equipment; coordinate the safe labeling and disposal of hazardous materials; learn and successfully apply Ceramic Department policies, procedures, rules and regulations; demonstrate an understanding, patient and receptive attitude toward students learning in the studio environment; work successfully with faculty and students/small groups of students; accurately operate a gram scale; accurately and efficiently use software programs to create/produce letters, documents as needed to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; analyze situations and make decisions, within scope of authority, on effective course of action using diplomacy, tact, friendliness, poise and firmness; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

### **Physical Effort/Work Environment:**

Moderate to heavy physical effort; occasional standing or walking; periodic handling of moderate weight parcels up to 50 pounds. Indoor/outdoor work environment. Must wear respirator and/or other safety equipment as appropriate.