

JOB DESCRIPTION – GENERAL HELP

Art Dept., Mingenback Art Center, Bethany College

POSITION TITLE: General Help

SUPERVISOR: Chair of Art Dept.

FUNCTIONS: To assist the Art Dept. faculty and staff throughout the facility

Primary functions include:

1) assist as needed in all areas of the Mingenback Art Center.

RESPONSIBILITIES:

Painting walls and furniture

Cleaning areas of facility as needed

Running errands to local stores and around campus

Perform other duties as assigned

POSITION REQUIREMENTS:

1 hour/week during school year

QUALIFICATIONS:

No experience or training necessary for general help

Work Study preferred, but not necessary

Ability to work in dusty environment (students with allergies or asthma not recommended for this position)

Highly responsible and respectful of confidential materials

Ability to work as a team member with faculty, staff, and students

Ability to learn and take directions

STANDARDS OF PERFORMANCE:

Periodic evaluation by the Chair of the Art Dept.

Career Services

Lower Warner Hall

785.227.3380 Ext. 8230

Fax: 785.227.3500

Career_service@bethanylb.edu