

UCI Department of Art History
Office Assistant
Job Description and Policies

Student Office Assistants for the Department of Art History generally work 6 hours a week. They assist Art History staff and faculty as needed and are involved in the daily operations of the undergraduate program. They also assist with the Ph.D. Program in Visual Studies and Department of Film and Media Studies as needed. Work hours are flexible, depending on the student's course schedule. Office Assistants will be compensated \$15/hour.

The most frequent tasks carried out by Student Office Assistants are:

- Complete copy and PDF requests for faculty and staff in a timely manner
- Maintain a clean, orderly and clutter-free reception area
- Greet and direct visitors to appropriate individuals and locations
- Maintain current fliers and handouts in reception area
- Keep postings up to date on bulletin boards located on the 2nd floor
- Maintain paper supply in Xerox copier, fax machine, and various office printers
- Sort and distribute mail
- Create mailing and folder labels
- Use Microsoft Office and Adobe programs to develop flyers and/or spreadsheets
- Run Department errands
- Utilize Mac and PC operating systems and software
- Troubleshoot computer software and hardware issues
- Hand back student papers
- Shred student work that is older than one calendar year
- Maintain student privacy in accordance with FERPA
- Stamp bluebooks and organize to make sure there are enough for each class
- Assist Visual Studies with filing, especially during admissions
- Digitize paper and film media into standard formats (TIFF, JPEGs, PDF)
- Utilize Mac and PC operating systems and software
- Maintain Xerox equipment under supervision
- Use Adobe Photoshop software to create and retouch images
- Understand how the equipment is networked for troubleshooting
- Troubleshoot software and hardware problems
- Use various techniques to ensure high standard for quality of images
- Help create PowerPoint slides for faculty
- Burn images onto CDs, DVDs, and load onto external hard drives and flash drives
- Assist staff and faculty as needed

Expectations:

- Arrive on time and do not miss scheduled work hours
- Call and/or email your supervisor if you must miss scheduled work hours
- Maintain a friendly, calm and positive attitude towards all
- Listen carefully to directions
- Complete tasks by trying them first and always asking questions when needed
- Maintain confidentiality of all financial and personal data
- If all work is finished, ask for more
- If there are still no new tasks, complete homework assignments
- Complete daily tasks upon arrival and then seek more work

I understand the above and have reviewed it with my supervisor.

Name of employee

Signature of employee

Date