

Student Employment Job Description

Job Title:	Jewelry Lab Monitor
Department:	Visual Arts & Music Department
Rate of Pay:	2026/27 AY \$15 Per Hour
Location:	Columbia College Brown Hall 103 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Bryan Page, Assistant Professor of Art
Purpose/Summary:	<p>Student will be responsible for monitoring the jewelry studio evening “lab hours.” Responsibilities include:</p> <ul style="list-style-type: none"> • Ensuring everyone who enters the classroom signs in <ul style="list-style-type: none"> ○ Strictly enforce the rule that only students who are taking a course in BRN 103 are permitted to work in the studio during lab hours. If you are asked by a student not enrolled in a BRN 103 course to use the lab, direct them to Danielle Langdon, Chair of the Department, or Bryan Page, instructor of Jewelry. • Ensure all campus safety measures (including any pandemic guidelines) are being followed <ul style="list-style-type: none"> ○ If someone isn’t following campus guidelines, gently remind them why and how the rules need to be followed. If they still are not compliant, call campus safety. • Report any incidents that occur during lab hours to campus safety and an art faculty member when appropriate • Ensure no food is being eaten in the studio – students should take breaks outside to have a snack or eat a meal • Encourage students clean their spaces before and after use • Supervise the cleanliness of the studio in general • Encourage students to respect each other and the shared classroom space • Supervise the use of classroom electronics, supplies, and equipment • Help your fellow classmates work on projects and accomplish the tasks they came to lab hours to complete
Essential Functions:	<ul style="list-style-type: none"> • Perform job duties in accordance with Columbia College’s vision, mission and values, and contribute to the development of the Visual Arts & Music Department. • Practice superior customer service. • Fulfill additional responsibilities as assigned. • Display respect and civility to all constituencies in all communications. • Attend work timely and on a regular basis during the established hours of operation; work additional hours as business necessitates.

Qualifications:

- Ability to fluently read, write, and understand the English language.
- Proficiency with the following, but not limited to: active listening; speaking; writing; critical thinking; judgment and decision making; monitoring; reading comprehension; time management; coordination; and management of personnel resources.
- Proficiency for using a variety of computer and technology-related software and equipment, including Microsoft Office products and database systems.
- Proficiency in using web-based technologies, including database systems.
- Ability to work independently and in a team environment, with or without direct supervision.
- Excellent communication, interpersonal, customer service, and organizational skills.
- Coursework completed in the arts

Preferred Core Competencies and Professional Experience:

- Coursework completed in jewelry
- Experience using jewelry tools and equipment

Other Requirements:

- Ability to satisfy, within the parameters set by the College and consistent with applicable federal, state and local laws, a criminal background check as a condition of employment.

Physical Requirements:

- The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals seeking accommodation should contact the Human Resources Department without delay. While performing the duties of this job, the employee is regularly required to sit for long periods of time, talk, and hear. The employee is required to use hands and fingers to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, or crawl. Employee must be able to type on a computer keyboard and use a computer monitor on a regular basis.

Work Conditions:

- The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is rarely exposed to outside weather conditions; however, possible exposure to hazards and physical risks to personal safety may occur while operating certain equipment. The noise level in the work environment is usually mild.