



HR RECRUITING

Otis College of Art and Design

Graduate Writing Department Classroom Assistant

Job Description:

The Classroom Assistant is a part-time non-exempt position. Employee works on an as-needed-basis for the Grad Writing lecture series. The position reports to the Office Manager and/or the Guest Lecturer Coordinator for the Grad Writing department. This position is seasonal and is scheduled every other Wednesday from 6:00pm-9:00pm. Additional time as needed.

Responsibilities:

This position is responsible for monitoring the forum during the lecture series during the fall and spring semesters with:

- Setting up the stage for lectures.
- Setting up the chairs, podium and room divider.
- Assists A/V techs with sound and video check setups.
- Assists guest lecturers with the smart cart projection (as needed).
- Monitors entrance door to the forum to prevent the door from slamming during lecture(s).
- Assists with the Otis Books/Seismicity Guest Lecture receptions held in the Galef Lobby.
- Assists with light office copying for lecture handouts and other materials for distribution.
- Helps with cleanup of the forum after lectures.
- Assists with the return of A/V equipment.
- Performs other duties as assigned.

Qualifications:

A current Otis undergraduate or a non-student. This position requires some experience or expertise and/or some exercise of independent judgment.

How to Apply:

Interested candidates must apply via our website at <https://otis.simplehire.com> to be considered for the position.

Students please contact Graduate Writing Department at jyoung@otis.edu for further information.