



**Student Employment Office Only**

\$12.00 per hour

**Department Only**

**Department:** School of Building and Architecture Technology

**Campus:** Advanced Technology College Campus

**Funding:** Federal Work Study (FWS) or Institutional Work Study

**Hours Per Week:** up to 20

**Hourly Wage:** \$12.00

**Days Needed:** Monday through Friday (Flexible)

**Times Needed:** 8am to 5pm (Flexible)

**Contact:** Ms. Deborah Kirkland

**Contact Info:** Phone: (386) 506-4158

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**Job Title:** Interior Design Student Assistant

**Purpose of Job:** To assist the Assistant Department Chair in the School of Building & Architecture Technology

**Duties/Responsibilities:**

- Clean, organize, categorize, and maintain the Interior design workroom space.
- Receive new donated materials and occasionally purge old and “well used” materials as needed.
- Clean, organize, and maintain classroom 230 as well as its accessory rooms 230A (print room), and 230B (cutting room).
- Update the bulletin boards in the corridors outside the workroom and room 230 with new student projects once per semester.
- Update and organize the student displays in room 230.
- After sufficient notice has been given to students; purge previously graded projects that have been abandoned for more than two semesters by salvaging some of the materials that can be reused and discarding the rest.
- Change or fill the printer with paper and/ or ink and occasionally monitor other students to make sure the printer and paper is being used responsibly.
- Occasionally monitor room 230B (cutting room) to make sure other students are using the equipment responsibly. Cutting should only happen on cutting mats in room 230B!
- Help students properly cut Velum and trace paper when needed.
- Decorate room 230, or other spaces used by the interior design department when we have any department events or for Christmas. This will include breaking the décor down and putting it away once the event is over.

**Job Qualifications:**

- Must be a current interior design student
- Must be able to work independently,

**Requirements:**

- None