

Lead Ceramics Specialist (6102C), ASUC Student Union -  
59910  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=223469>

Downloaded On: May. 8, 2024 6:13am

Posted Oct. 12, 2023, set to expire Jun. 30, 2024

<b>Job Title</b>	Lead Ceramics Specialist (6102C), ASUC Student Union - 59910
<b>Department</b>	ASUC Student Union
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 12, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services
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**Job Description**

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**Lead Ceramics Specialist (6102C), ASUC Student Union - 59910**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## Departmental Overview

The ASUC Student Union is the campus "living room," offering everything from co-curricular opportunities to fun, creative activities. It serves all students and seeks to create an inclusive campus community, thereby enhancing the student experience at UC Berkeley. To this end, we provide quality services and programs that foster experiential learning opportunities and ensure a sustainable organization. We derive income from student fees, retail operations, vending, food service, and a variety of self-operated units such as the Berkeley Art Studio, Creative Lab, and Events Services. The Student Union is a department within the Division of Student Affairs and reports to the Dean of Students.

## Application Review Date

The First Review Date for this job is: October 24, 2023

## Responsibilities

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## CERAMICS INSTRUCTION

- Instructs ceramics program participants in groups during once-daily classes two to three times per week for 40 weeks per year.
- Maintains a supportive environment for program participants and facilitates involvement.
- Interacts with program participants in a positive manner.
- Develops knowledge of teaching methods, techniques and skills through continuing education.
- Works with Studio Manager on developing class schedule, syllabi, and workshops.
- Assists in activity instruction to program participants, individually or in groups.
- Teaches studio members the ceramic arts.
- Leads ceramics team meetings with instructors and other technicians.
- Assists department with the installation/ de-installation of special exhibits.
- Leads internship for 3-4 hours every week, teaching interns necessary technical skills such as loading kilns, mixing glazes, and recycling clay.

## CERAMICS TECHNICIAN

- Establishes and maintains cooperative working relationships with those met during the course of work as the lead ceramics specialist.
- Anticipates and recognizes the technical needs of the ceramics studio, delegates tasks to coworkers, and works with interns to execute projects.
- Maintains a clean and safe ceramic studio, by learning, following and disseminating up-to-date environmental health and safety protocol.
- Loads, sets, and unload kilns, ensuring that customer's works are fired in a timely manner.
- Monitors and mixes glazes and chemicals.
- Maintains and repairs kilns, wheels, slab roller, wedging tables, extruders and other equipment as needed.
- Observes and enforces all safety and general rules of the Art Studio, ensuring members are working properly within the Studio.
- Submits supply requests to suppliers for materials, such as clay orders, dry materials for glazes, and equipment parts requiring replacement.
- Works with Studio Manager, other Ceramics Specialists/technicians, and Instructors on developing schedule for technical needs and session coverage.
- Works with Studio Manager on training Student Staff on proper care and maintenance of the ceramics studio.

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## **CUSTOMER SERVICE**

- Handles cash register as needed.
- Answers phones, check and return voicemails, and assists with Art Studio's email inquiries as needed.
- Assists in recruiting qualified Ceramics Specialists and Instructors as needed.
- Registers students for classes and membership as needed.
- Assists with inventory, purchasing, and updating ceramics manual and files.
- Interacts with recreational program participants in a positive manner. Assist members/customer service in the studio.

## **DEPARTMENTAL ACTIVITIES**

- Participates in ASUC Student Union All-Staff meetings as scheduled.
- Attends special events held by the Art Studio and ASUC Student Union when required.
- Assists on special event days such as CalDay, CalTopia, etc. as needed by the Art Studio or ASUC Student Union.
- Assists the Studio Coordinator and Assistant Director of Marketing & Art Programs on special projects as requested.
- Assists the Studio Manager and Director of Marketing & Creative Programs on special projects as requested

## **Required Qualifications**

- Knowledge of ceramics practice, technology, and history.
- Verbal and written communication in the English language, active listening, dynamic flexibility.
- Able to exercise sound judgment and employ reasoning skills.
- Client service-minded entrepreneurial spirit and creative thinking.
- Basic computer knowledge.
- Knowledge of studio policies and procedures.
- Physical skill in ceramics practice.
- Respiratory fit test required upon hire.
- Red Cross CPR training required upon hire.
- Ability to lift and carry heavy materials required.
- Ability and interest in helping others learn art skills.

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**Education:**

- Bachelor's degree in fine arts, Bachelors or Master's Degree in ceramics, and/or equivalent experience/training.
- Previous experience working with age level specific to an activity, specifically adults in a ceramics studio.
- At least 2 years previous experience in an art-learning environment.
- At least 2 years ceramics teaching experience.

**Preferred Certifications/Licenses:**

- Red Cross CPR.
- Standard First Aid Training Certification.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$32.93 (step 2.5) - \$35.92 (step 4.5).

- This is a 80% full-time (32 hours per week), career position that is eligible for UC benefits.
- This position is non-exempt and paid bi-weekly.

**How to Apply**

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To apply, please submit your resume and cover letter.

### **Other Information**

This position is governed by the terms and conditions in the agreement for the Technical Unit (TX) between the University of California and the University Professional and Technical Employees (UPTE). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/index.html>

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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