

# SONOMA STATE UNIVERSITY

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to the Executive Director (ED), the Art Technician provides comprehensive instructional, equipment and process support for all of the Arts disciplines. The Art Technician supports students and faculty in their undergraduate, individual projects and scholarship activities to provide materials and equipment as well as ongoing instructional support. This support includes providing continuous 24-hour a day services for special equipment, hazardous materials and studio access as requested.

**Major Duties:** Major duties of the position include, but are not limited to, the following:

- Maintain and repair equipment and may manufacture parts or build new equipment; responsible for maintenance and repair of kilns, furnaces, metal and wood shop equipment, photo enlargers, printing presses and all other equipment as needed.
- Plan and develop systems for purchasing and dispensing materials, protective equipment and supplies.
- Support purchasing, sales, and vendor relationships for the student store and maintain inventory via online store. Ensure proper procurement method is used for each purchase based on university standards and requirements.
- Seek resources for gathering and buying unique materials and equipment; and develop schedules for minimizing down time for equipment.
- Work with faculty to assist in the development of new instructional offerings dependent on supplies, equipment, and materials support; solves problems related to material substitutions, costs or new equipment; and at times the use of a respirator may be necessary in existing duties.
- Oversee photo equipment check-out process, establishes policy and procedures to ensure safe return of equipment.
- Assist faculty and students in preparation of new classroom demonstrations and laboratory equipment. Work closely with faculty in classroom on techniques in welding, wood shop, and other areas.
- Provide instructional support to student assistants working in the tool crib, photo crib, ceramics studio, and print studio.
- Prepare, deliver and recover other designated solutions, media, etc., requested by faculty and staff for instructional support.
- Provide minor technical support to computers and systems.
- Provide and coordinate instructionally related support services to students and faculty to meet a comprehensive variety of needs.
- Oversee and manage faculty/student use of department space.
- Conduct and coordinate an end-of-semester inventory of classroom materials, equipment and supplies. Set-up equipment, adapts equipment for use with lab manuals, and performs calibrations and routine maintenance.
- Serve as the property officer equipment inventory.
- Work with Facilities to identify areas of needing maintenance.
- Provide tours to prospective students and other visitors.
- In coordination with Advancement, documents in-kind donations.
- Support social media activities and efforts.
- Serve as building marshal or backup during leaves or absences.
- Responsible for the operation of forklift and other rental vehicles.
- Provide coverage 24-hours a day, weekdays and weekends for special equipment, hazardous materials, chemicals, and studio access, as requested.
- Provide support to the School of Art and Media and collaborates with departments across campus on projects as needed.

Safety Responsibilities

- Follow state-mandated policies and procedures to ensure proper and safe use of equipment and materials handling, including MSDS binders.
- Responsible for reporting any existing or potential safety issues to Environmental Health and Safety (EH&S) and Facility Management, works directly with EH&S to problem solve health and safety issues within the Arts.
- Manage initial accumulation and disposal of hazardous and chemical waste and complete paperwork related to safety inspections.
- Ensure that hazardous materials are stored, maintained and disposed of appropriately.
- Organize and keep the stockroom, preparation room and other storage areas clean and safe on a daily basis so that it is easily accessible for use.
- Perform Hazardous Materials Audit and inspection report with EH&S.
- Regularly inspect eyewash stations and safety showers to ensure functionality.
- Responsible for keeping chemical inventory up to date and maintaining lab safety checklists.
- Responsible for training students on safety and lab protocols.

**Secondary Duties:** Perform other secondary duties as assigned.

**Work Environment:** Duties will primarily take place in an office setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. The normal work schedule is Monday through Friday aligned with regular campus hours. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator. Evening and weekend hours will be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 4 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 50 lbs. in weight. In addition, the incumbent will work with equipment, chemicals, and processes that may be potential health and safety hazards, which would require the incumbent to wear a respirator and other personal protective equipment.

**Minimum Qualifications:** This position requires the equivalent to four years of experience providing instructional support services for a related unit or discipline or in producing materials or supplies or repairing equipment in a discipline related to Arts and Humanities or equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to Arts and Humanities may be substituted for one year of the required experience or equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the Arts and Humanities may be substituted for two years of the required experience. Working knowledge and ability to troubleshoot Google Office Suite, Microsoft Office (Word and Excel) and Mac OS required. Knowledge of photography software and PeopleSoft is preferred. The incumbent must successfully complete a pre-placement (physical) exam and possess and/or obtain and thereafter maintain a California Driver's License valid for the operation of any vehicle or equipment required to maintain and operate.

In addition, the position requires the following knowledges and abilities:

- Knowledge and ability to operate and repair wood shop equipment and tools, metal shop equipment and tools, ceramic equipment, photographic equipment and supplies, printmaking equipment and materials;
- Knowledge of the principles, techniques, and methods related to all Arts disciplines;
- Knowledge of the principles, information, methods and techniques related to Arts disciplines;
- Knowledge of the materials and supplies related to Art curriculum, their characteristics, and uses;
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the Arts;
- Ability to solve problems using sound judgment and reasoning to develop practical, thorough, and creative solutions;
- Ability to plan, organize and schedule work and activities; and ability to be flexible to meet changing priorities;
- Ability to maintain records;
- Ability to provide and coordinate instructionally related support services to students and faculty to meet a comprehensive variety of needs;
- Ability to develop off-campus resources related to Art for obtaining materials or equipment;
- Ability to effectively present standard information in both oral and written form;
- Demonstrated ability to ensure safe and appropriate use of the related equipment and tools mentioned above.

The incumbent must possess excellent interpersonal skills and excellent attention to detail with strong organizational skills. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents, as well as, communicate policies, procedures, information, ideas and instructions effectively. Must be able to accept constructive feedback; work independently, as well as, cooperatively in group situations or a team environment. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.