

Ceramics Specialist (6103C) ASUC Student Union -  
76278  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253426>

Downloaded On: Feb. 23, 2025 5:07am

Posted Feb. 18, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Ceramics Specialist (6103C) ASUC Student Union - 76278
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 18, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Lecturer/Instructor
<b>Academic Field(s)</b>	Art - Ceramics
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6010538">https://apptrkr.com/6010538</a>

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**Job Description**

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**Ceramics Specialist (6103C) ASUC Student Union - 76278**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### **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: February 27, 2025

### **Responsibilities**

#### OVERVIEW:

The Berkeley Art Studio Ceramics Specialist is responsible for maintaining a safe and friendly ceramic studio environment for members to learn and express their creativity. The Ceramics Specialist is both an instructor of ceramics, pottery, and sculpture, as well as a technician. The Ceramics Specialist leads three to four weekly classes for our members. The Ceramics Specialist is responsible for processing all ceramic artwork produced by our members. This includes loading and unloading kilns,

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maintaining glazes and other chemicals, recycling clay for resale, maintaining all ceramics studio equipment within means, etc. The Ceramics Specialist works with the Studio Manager, other Ceramics Specialists, and other Ceramics Instructors on classroom delivery of materials, member satisfaction, and health and safety procedures.

The Ceramics Specialist will be trained in first aid and emergency care as necessary, and responds to user/customer needs. In addition to the above, the Ceramics Specialist works with the Studio Manager on training student staff on the proper care and maintenance of the ceramics studio.

• **CERAMICS TECHNICIAN**

- 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.
- Monitor and mix glazes and chemicals, adjust and maintain equipment, and make minor repairs.
- Observes and enforces all safety and general rules of the Art Studio, ensuring members are working properly within the Studio.
- Offer technical and aesthetic assistance to users in order to enhance users' skills.
- Works with Studio Coordinator, other Ceramics Specialist, and Instructor on developing schedule for technical needs and session coverage.
- Works with Studio Coordinator training Student Staff on proper care and maintenance of the ceramics studio.

• **CUSTOMER SERVICE**

- Handle cash register as needed.
- Answer 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.
- Register students for classes and membership as needed.
- Assist 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.

• **CERAMICS INSTRUCTION**

- Instructs ceramics program participants in groups three to four 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.
  - Assists in activity instruction to program participants, individually or in groups.
- Develops knowledge of teaching methods, techniques and skills through continuing education.

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- Works with Studio Manager on developing class schedules, syllabus, and workshops.

### Required Qualifications

- Knowledge of ceramics practice, technology, and history.
- Requires 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.
- Ability to lift and carry heavy materials required.
- High School diploma, two years of art training, and one year of experience; or an equivalent combination of education and experience; and knowledge and ability essential to the successful performance of the duties assigned to the position.
- Ability and interest in helping others learn art skills.

### Preferred Qualifications

- Certification to instruct in the applicable recreational sports program or equivalent experience preferred. Red Cross CPR preferred. Standard First Aid Training Certification preferred.
- 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.
- Bachelors or Masters Degree in ceramics.

### 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

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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 hourly range that the University reasonably expects to pay for this position is \$28.45-\$29.79

- This is a 60% part-time (24 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.
- 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>

### **How to Apply**

To apply, please submit your resume and cover letter.

### **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.

### **Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical



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conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **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.

The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

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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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