JOB DESCRIPTION

Ceramic Technician

**Definition of Class**
This is a recent graduate internship with a temporary, one year assignment that may be extended after a yearly evaluation at the discretion of the department. During this assignment, a recent Master of Fine Arts graduate is given an opportunity to acquire experience and skills in the area of Ceramics. The incumbent reports to the Head of the Ceramics Program.

**Examples of Work Performed**
Oversees daily operations of the ceramics facility which includes routine maintenance, repair, and replacement of all equipment.

Schedules and supervises regular cleaning of the ceramics studio to ensure the studio is functioning properly and is a safe and accessible environment for students and faculty.

Trains students on safety and maintenance of equipment.

Teaches one course per academic year, within the respective area.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Oversees daily operations of the ceramics studio.
2. Maintains and repairs all equipment.
3. Supervises students in the ceramics studio.
4. Teaches one course per academic year, within the ceramics area.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift approximately 50-100 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is periodically required to stand; sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to walk and reach with hands and arms.

Experience/Educational Requirements:

**Education:**
Candidate must have a recent MFA (Master of Fine Arts) within 2 years prior to the appointment.

**Experience:**
None

**Other:** Must have a valid driver’s license and an operational personal vehicle.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.