

POSITION ANNOUNCEMENT

Central Shop Instructional Assistant Part-Time 9- Month Appointment

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for the part-time Instructional Assistant for the Central Shop for the Academic Year. This position is a non-exempt hourly position that pays \$16.33 an hour at 29 hours per week.

Our Mission: Preparing gifted students to transform the world creatively through art and design.

Our Vision: To be an innovative leader in art and design education.

NARRATIVE GENERAL DESCRIPTION

Overseeing the safe use of the KCAI Central Shop facility by current students, staff and faculty. Assist patrons with woodworking projects, creating and editing CNC files.

ESSENTIAL FUNCTIONAL RESPONSIBILITIES:

- Monitor use of shop by students, staff and faculty. Enforce all safety rules.
- Give technical assistance.
- Assist instructors with teaching and demonstrations and setups.
- Assist in fabrication and maintenance of shop fixtures and jigs.
- Assist patrons with creating and editing CNC files. Set up and operate CNC router.

KNOWLEDGE, SKILLS, AND QUALIFICATIONS:

- Extensive knowledge of woodworking machines, tools and techniques.
- Ability to use or learn current computer equipment and programs, including, but not limited to:
 - Aspire
 - SketchUp or Rhino
 - Familiar with Google (gmail, calendar, google docs, etc.)
 - Microsoft Word, Excel
- Set up and operate a CNC router or be able to learn to.
- Must have strong administrative, computer, organizational and detail skills.
- Ability to work independently and as a member of a team.
- Possess strong problem-solving skills with the ability to monitor own work for accuracy and thoroughness. Be self-motivated.
- Ability to break down complex systems and projects into easily digestible concepts and tasks, and communicate in a way that is easily understood by the student.
- Ability to clearly communicate in oral and written form.
- Ability to hear normal audio levels of speaking whether in person or over the phone.

REQUIRED EXPERIENCE:

Equivalent combination of work and education.

REQUIRED/PREFERRED EDUCATIONAL BACKGROUND:

- Bachelor's degree in related field required.
- Visual Arts background preferred.

About KCAI: The Kansas City Art Institute is a private, independent, and accredited college of art and design founded in 1885 and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls

Over 700 undergraduate students regionally, nationally, and internationally. For more information, please visit www.kcai.edu.

Applications deadline and procedures:

This position is considered “open” until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

Apply by email to: hr@kcai.edu

Attach to the email in PDF format only:

Cover letter

Resume

List of 3 professional references we may contact

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute’s Human Resource Administrator at hr@kcai.edu .

EOE/AA: Minorities/Females/Disabled/Vets