

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Filing Deadline: April 22, 2019, at 5:00 p.m.**

## **INSTRUCTIONAL ASSISTANT-CERAMICS**

30 hours/week, 10 months/year

### **RESPONSIBILITIES**

Under direction of the Ceramics Instructor, assists with classroom duties in the ceramics studio; assists students with the use of studio lab equipment and safety procedures; supervises make up labs and special kiln firings. Duties include but are not limited to:

- Loads, fires, and unloads manual and computer-controlled gas and electric kilns for all classes.
- Assists Master Technician Certificate students in using the gas and electric kilns and advanced students in using the electric and Raku kilns, including safety equipment and procedures.
- Tests new glazes, stains, underglazes colored slips and engobes to assure compatibility with clay recipes utilized by the studio (i.e., stoneware, porcelain).
- Weighs, mixes, and sieves chemicals and materials used in making glazes, engobes and glaze stains; sets procedures and oversees the use of hazardous dry chemicals used in glaze making; labels and fills all chemical containers and bins with dry raw materials; updates related safety sheets.
- Serves as co-advisor for the Ceramic Club; assists with coordinating guest lecturers, pottery sales, ceramic scholarship selection, general business, and student ceramic shows.
- Services all equipment including kilns, potter wheels, slab roller, clay extruders, two glaze spray booths, slip mixer, clay mixer, pug mill, and power tools; maintains a service record for each piece of equipment.
- Recycles wet scrap clay for student use.
- Operates a computer and Microsoft Office software in carrying out job duties; updates college website for ceramic faculty including their syllabus, lecture schedule, and students' work.
- Gives tours of ceramic studio to visiting schools, staff, and community members.

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- Conducts make-up labs for scheduled ceramic classes under supervision of instructors and special kiln firings.
- Performs related duties as assigned by supervisor.

## QUALIFICATIONS

Valid California driver's license

### KNOWLEDGE OF:

Various clays and ceramic dry raw chemical materials  
Glaze chemistry, testing and making  
Proper and safe storage of glazes, chemicals, and materials  
Safety procedures used in a classroom and ceramic studio  
Classroom procedures and appropriate student conduct  
Basic instructional methods and techniques  
Inventory methods and practices  
Proper methods of storing equipment, materials, and supplies  
Basic recordkeeping  
Basic first aid  
Security measures to protect supplies and equipment

### ABILITY TO:

Load and fire gas and electric kilns  
Operate equipment used in a ceramic studio such as electric kilns, hand torch, table saw, sanders, drills, drill press, welders  
Maintain and repair equipment used in a ceramics studio.  
Reinforce instructional techniques and concepts to individual or small groups of students as directed by instructors  
Provide instructional assistance to college students in a ceramics laboratory.  
Understand and follow oral and written directions from ceramic faculty  
Communicate effectively both verbally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain routine records and grade sheets  
Maintain ceramic studio in a clean, orderly, and safe condition.  
Learn, apply, and explain policies, procedures, rules, and regulations related to the operation of the program.  
Learn curriculum, goals, and objectives of the program  
Update college website for ceramic program faculty  
Perform general maintenance on studio equipment  
Operate a microcomputer and word processing and spreadsheet software

### **SALARY AND BENEFITS:**

The monthly salary range is \$2,643 - \$3,307 over five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 19 paid holidays annually.

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**APPLICATION PROCEDURE:** By April 22, 2019, 5:00 p.m., submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Human Resources, [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu), or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: [https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified\\_0.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf)
- Letter of interest addressing the following:
  - Relevant education and experience
  - Ability to fulfill the responsibilities of the position
  - Ability to prioritize work
- Resume
- Two recent letters of recommendation
- A brief written response to the following question:
  - This position involves working in a collaborative environment with students and faculty. Please describe your experience with and ability to work in collaboration with others.

***Incomplete application packets will not be forwarded to the selection committee  
Interviews are by invitation only.  
The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

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With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College*** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.