



The European Graduate School  
EST. 1994

## List of Work-Study Positions

The following is a list of the various Work-Study positions to be filled for Summer School sessions in Saas-Fee, Switzerland. **Please indicate specific position/s of interest in application.**

Please note: If you cannot attend the Work-Study meetings or cannot stay until your duties are completed, please do not apply for a Work-Study position. More information will you find in the Work-Study application form

### **Work-Study Art Material Store**

Responsible for all art material, before, during and after the Summer School session. This includes partial inventory at the beginning and end of the Summer School session; storage and maintenance of art supplies throughout the session. This position requires a loving interest in the materials utilized in creating art and a will to develop a structure in which the materials are handled with care and respect. S/he should bring a certain talent for organization and an ability to keep things clear and in order.

### **Work-Study Technical Assistant and Lectures**

Assists the media specialist with the technical infrastructure during the Summer School session. This includes partial inventory before and after the Summer School session; maintenance, distribution and storage of technical materials. This student is responsible for all lectures, the welcome reception and the special needs of guest speakers and guest faculty members. The student is responsible for stage lighting, sound, preparation and breakdown, as well as for materials (Flipcharts, TV/Video, OH and Slide Projector, etc.) for all Lectures and Events. The position requires technical skills and experience.

### **Work-Study Book Store & Ditta library**

Responsible for all literature materials: inventories at the beginning and end of each period of Summer School; organization and administration of Book Sales; distribution of literary materials for class and community. Taking care of the library in the Ditta room; make an inventory, organize books and support the AHS community in reviewing books, theses and magazines

### **Work-Study Student Lounge**

Responsible for the organization and supervision of EGS Student Lounge "Kiosk". This includes creating a welcoming atmosphere. Your job is to fill the shelves with snacks and fruits and to do whatever is currently needed, including organizing the refrigerator, making coffee for breaks, shopping for provisions, money collection/control. Responsible for the organization and maintenance of kitchen facilities, including (delegating!) clean-up. About special events speak to the class contact. This position also includes periodic shopping for faculty lounge provisions.

### **Work-Study Music Instruments, First Aid Access and back up**

Responsible for all music instruments. This includes inventories of music instruments at the beginning and end of the session; distribution, maintenance and storage of all music instruments during the session. This position requires a loving interest in the various instruments of music as well as the will to provide a structure in which the instruments are handled with care and respect. The student is also responsible to get



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the first aid box, take care of it and bring the first aid box (blue etui stored with the music instruments) to the nature based EXA events to be available if needed.

### **Work-Study Social Media (Videos, Photo Gallery, Instagram)**

Responsible for the social media Instagram, photo gallery, short video shooting and upload during summer school. Will be working for the AHS website and for AHS social media under supervision of the program director. This work study position can be extended throughout the year for Instagram. Available if needed to help with the set up for student presentations. Takes care of the digital and electronic media materials, before, during, and after the Summer School session. This includes partial inventory at the beginning and end of the Summer School; storage and maintenance of Media supplies throughout the session.

### **Work-Study Class Contact**

The student will be the 'right hand' of the teacher, getting at the beginning the needed supplies and art material, and bringing it back at the end of the session. The student does all the copies for the teachers, including copying the Certificate booklet (Testatbooklet) pages at the end of the session. S/he is responsible for keeping the class--- room clean and in order at all times. Organized classroom shifts -- this includes reminding the class to empty the room before free mornings for the cleaning ladies. The student is also responsible for the coordination of class tasks (such as performance nights and graduation, including special shopping) and is expected to assist in all public functions. Must keep in contact with the Work-Study organization manager. Is responsible for getting the subject course evaluations, core group evaluations, overall summer school evaluations and the student qualification form in the EGS office in Saas-Fee and giving them to the appropriate teacher.