



## European Graduate School EGS Arts, Health & Society Division

### *List of Workstudy Positions*

The following is a list of the various workstudy 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 workstudy meetings or cannot stay until your duties are completed, please do not apply for a workstudy position.

#### **Workstudy 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.

**Important:** 1. Period Workstudy meeting: Campus Steinmatten, **June 12**, 1.30 pm - 3.30 pm  
End: **July 4**, individual meetings

2. Period Workstudy meeting: Campus Steinmatten, **July 10**, 1.30 pm - 3.30 pm  
End: **Aug 1**, individual meetings

#### **Workstudy Technical and Lectures**

Responsible for 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.

**Important:** 1. Period Workstudy meeting: Campus Steinmatten, **June 12**, 1.30 pm - 3.30 pm  
End: **July 4**, individual meetings

2. Period Workstudy meeting: Campus Steinmatten, **July 10**, 1.30 pm - 3.30 pm  
End: **Aug 1**, individual meetings



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### **Workstudy Book Store** (this position is available to two students)

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.

- Important:** 1. Period Workstudy meeting: Campus Steinmatten, **June 12**, 1.30 pm - 3.30 pm  
End: **July 4**, individual meetings
2. Period Workstudy meeting: Campus Steinmatten, **July 10**, 1.30 pm - 3.30 pm  
End: **Aug 1**, individual meetings

### **Workstudy Student Lounge & Shopping** (this position is available to two students)

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.

Command of the German language is helpful.

- Important:** 1. Period Workstudy meeting: Campus Steinmatten, **June 12**, 11 am – 1.00 pm  
End: **July 4**, individual meetings
2. Period Workstudy meeting: Campus Steinmatten, **July 10**, 11 am – 1.00 pm  
End: **Aug 1**, individual meetings

### **Workstudy 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 and the conscientious unpacking (1st period) or packing (2nd period) of all EGS music instruments. 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 the first aid box, take care of it, and bring the first aid box to the excursions to be available if needed. In case an extra Workstudy help is needed, this student is available as back up to other Workstudy people.

- Important:** 1. Period Workstudy meeting: Campus Steinmatten, **June 12**, 1.30 pm - 3.30 pm  
End: **July 4**, individual meetings
2. Period Workstudy meeting: Campus Steinmatten, **July 10**, 1.30 pm - 3.30 pm  
End: **Aug 1**, individual meetings



### **Workstudy EXA Digital Art and Media Assistant**

Responsible for all 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.

This position requires a loving interest in the materials utilized in creating art, an interest in learning about digital and electronic art, and a will to develop a structure in which the materials are handled with care and respect.

The Workstudy person needs to have more than just a basic knowledge in the digital and new media area, as well as experience with cameras, required accessories, and bonds. In short, s/he knows what belongs to what. S/he keeps the overview of what is where, during the Summer School period. S/he helps students and teachers in setting up the work space and helps with special events.

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End: **July 4**, individual meetings

2. Period Workstudy meeting: Campus Steinmatten, **July 10**, 1.30 pm - 3.30 pm  
End: **Aug 1**, individual meetings

### **Workstudy 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 classroom 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 Workstudy organization manager.

**Important:** 1. Period Workstudy meeting: Campus Steinmatten, **June 12**, 1.30 pm - 3.30 pm  
End: **July 4**, individual meetings

2. Period Workstudy meeting: Campus Steinmatten, **July 10**, 1.30 pm - 3.30 pm  
End: **Aug 1**, individual meetings