

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Weaving**

Most Recently Updated 03/05/99

Position Title: Student Seamstress/Finisher Supervisor  
Must work 15 hrs/wk.

**I. Grade Level: 5**

**II. Description:**

**A.** The following are the essential duties for a Seamstress/Finisher Supervisor in the Weaving Department:

1. Production weaving.
2. Sewing and finishing woven products.
3. Interacting with (guiding and helping) more junior student weavers.
4. Supervising other student seamstress/finishers, filling in for Weaving Department Manager as needed.
5. Perform other job-related duties as assigned.
6. See that the workplace and environs are clean.

**B.** The following are *possible additional* duties for this position:  
None beyond those described as essential above.

**III. Learning Opportunities:**

- A.** Developed knowledge of all aspects of Weaving Department operation.
- B.** Helping other students learn.
- C.** Supervisory skills.
- D.** Organizational skills.
- E.** People skills.

**IV. Basic Qualifications:**

- A.** General: Willingness to work, willingness to help others learn.
- B.** Skill: High degree of skills (in sewing and finishing especially, but also in weaving) acquired by working in Weaving Department as more junior grade seamstress/finisher; at least basic understanding of entire Weaving Department operation.
- C.** Physical: Strong arms and legs.
- D.** Academic: none.

**V. Desirable Qualifications:**

- A.** Supervisory/managerial experience.

**VI. Narrative Summary:**

Student performed sewing and finishing as applied to production weaving independently, taught more junior student seamstress/finishers how to weave, and supervised their work and the entire Weaving Department operation as needed.