



Ceramics Technician (Part-Time)

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California invites applications for a Ceramics Technician beginning August, 2019. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- Loading and unloading the kilns
- Maintaining the shelves within the kilns
- Reclaiming clay
- Mixing glaze and slip
- Complete other tasks in the ceramics studio, as needed

Minimum Qualifications/Skills:

- High school diploma
- Familiarity with best practices for the operation of a ceramics studio
- Demonstrated commitment to cultural proficiency
- Excellent organizational skills
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with internal and external constituents
- Ability to work effectively with staff at all levels, displaying a positive attitude
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Ability to perform the job safely with respect to others, property, and individual safety

Preferred Qualifications:

- Experience teaching at high school or college level

Physical Requirements:

- Ability to lift 50 pounds (eg a box of clay or a bag of dry materials), using proper lifting techniques
- Ability to sit, stand, and/or move around the ceramics studio as needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen, often for extended periods of time

General Information:

- This position is classified as Supplemental/Temporary, Part-Time
- This position is not benefits eligible

To Apply Online: Please complete the *Bellarmino Faculty Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating “Ceramics Technician” in the subject line of the e-mail.

To Send by Mail: Bellarmino College Preparatory
Attn: Human Resources
960 West Hedding Street
San Jose, CA 95126

Bellarmino College Preparatory is an Equal Employment Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religious creed, ethnicity, sex, national origin, ancestry, sexual orientation, gender identity, genetic information, disability, medical condition, age, protected veteran status, marital status, or any other basis protected by law.
