

INSTRUCTIONAL ASSISTANT, APPAREL

DEFINITION

Assembles materials and equipment used in demonstrations and classroom assignments; maintains, catalogs and assembles inventories of period clothing and textiles; operates and services equipment; assists students and faculty with instructional activities; and orders, issues, receives, and stores classroom materials and supplies.

TYPICAL DUTIES

- Schedules and oversees the use of one or more instructional apparel laboratories by students, faculty, and staff.
- Instructs students in the proper and safe use and operation of a variety of equipment and tools and orients students to established policies within the instructional laboratory.
- Assists instructors in the set-up of classes and preparation of instructional material and study aids.
- Catalogs, assembles, and maintains period clothing and textile collections and monitors their use by instructors and students.
- Issues and receives supplies, materials, and equipment for student use in laboratory and classroom assignments, keeps records, and effects the return of supplies and equipment checked out to students.
- Maintains inventory records for supplies and equipment and prepares periodic inventory reports and requisitions.
- Serves as student-employer liaison for job placement activities, matching job requirements to students' qualifications, and referring students to prospective employers.
- Assists with assigning new and continuing students to classes and maintains records of students' progress through their academic program of study.
- Operates, maintains, and makes minor adjustments and repairs on equipment such as sewing machines.
- Maintains laboratory attendance and progress records.
- Assists with the recruitment and orientation of new students.
- May provide training and work direction to student employees.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Apparel**, applies knowledge of fashion design and merchandising and apparel manufacturing procedures in assisting students and faculty with instructional activities and is responsible for performing a broad range of duties related to the day-to-day operations of a fashion department which include: the preparation of supplies, materials, and equipment for instructional use; job placement activities; record keeping; storekeeping functions; and proper and safe use of equipment and materials.

A **Costume Maker** makes, renovates, and repairs costumes used in a theater arts program.

SUPERVISION

General supervision is received from a Department Chair. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Equipment and supplies used in apparel design and construction
- Safety practices and precautions applicable in a fashion department
- Period costumes, textiles, and fashion trend resources
- Job content and employment qualifications for occupations in the fashion industry
- Capabilities of computer systems, software, and hardware common to instructional laboratories
- Principles of recordkeeping

Ability to:

- Provide instructional assistance to students and instructional staff
- Keep detailed and precise records
- Work effectively and cooperatively with students and instructional staff
- Catalog, maintain and assemble period garments and textiles for research purposes
- Effectively and safely operate and make minor adjustments and repairs to equipment in a fashion department
- Give clear and concise instructions
- Effectively utilize computer hardware and software
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

An associate degree or its equivalent from a recognized college or university with a major in fashion design, apparel arts, or a closely related field.

OR

Graduation from high school or its equivalent **AND** two years of full-time paid experience in the apparel industry which required familiarity with textiles, sewing machines, and related supplies and equipment. College-level courses in clothing construction, fashion design, textiles, and related fields are desirable.