

## CURCA/RIDE Center Sewing/Embroidery/Needleworking Specialist

**Faculty/Staff Name:**

Dr. Lamis Jarvinen, Executive Director of RIDE Center

**Faculty/Staff Department:**

Institutional Advancement: Research, Innovation, Design and Entrepreneurial (RIDE) Center

**Faculty/Staff Email:**

[ljarvinen@westfield.ma.edu](mailto:ljarvinen@westfield.ma.edu), or assistant Grace Templeton [gtempleton@westfield.ma.edu](mailto:gtempleton@westfield.ma.edu)

**Job Title:**

Sewing/Embroidery/Needleworking Specialist

**Job Description:**

- Assist with embroidering on an as needed basis for University textiles or outside vendors
- Provide assistance for upkeep of sewing machines when needed
- Provide regular inventory of materials and notify supervisor of any depletions
- Assist in training of students/faculty to utilize the machines
- Provide daily feedback or assistance to CURCA/RIDE Center staff, students, and faculty/staff with any questions or concerns
- Help design training courses/simulations to aid in training of students or staff

**Number of hours per week:**

6-8 (on average)

**Requirements for job:**

- Knowledge of software design for machines required
- Experience in embroidering/sewing/needleworking required

**Start/end date:**

Start date: Tentative (depending on when equipment is delivered/installed in RIDE Center)

End date: TBD (looking for students who would like to work both FWS semesters in the RIDE Center)

**Skills students will acquire through job:**

- Students will enhance their time management skills in terms of meeting deadlines for assigned sewing/embroidering work
- Students will enhance their networking skills in terms of meeting new students, faculty, staff and visitors to the RIDE Center looking for work/training/knowledge of sewing machines
- Students will learn the basics of lesson/career prep training when helping other staff put together training/coursework related to sewing machines and related equipment