



Job Title: Lab/Studio Monitor
Hours per week: 16 / 8
Number of positions: 1 / 2
Length of Employment: March 11, 2019 – May 17, 2019
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor Name: Mats Reiniusson

Department Name & Code: Cinematic Arts & Technology CINE180
Location: Robert and Barbara Ells Science & Tech Bld Mac Lab 1
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Lab/Studio Monitor

Job Description/Responsibilities: Student worker Studio and Lab Monitors are responsible for helping students with class projects (within reason) and the proper use of equipment, light maintenance and cleaning, being present for their work hours, overall supervision of the lab/studio space (including reminding students of studio or lab rules), and other duties specific to the studio or lab they work in.

Lab/Studio Monitor Responsibilities

- To provide light cleaning and maintenance of the lab/studio space and equipment.
- To assist students with class projects and proper use of equipment.
- To be on time for their shift, stay for the duration of their shift and attend to lab/studio needs **before** spare time is used for homework or personal projects.
- To adhere to similar absence policies as are instated in class: Three absence are grounds for reevaluation.
- To attend a minimum of four hours training by the second week of the semester.
- To log all work hours accurately within IAIA's Paylocity system.

General Qualifications: Student worker Studio and Lab Monitor positions are granted to students that have proven themselves to be responsible and interested in the running and operation of a lab/studio space.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).

