



**Job Title:** Computer Lab Monitor  
**Hours per week:** 20  
**Number of positions:** 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:** Seph Turnipseed

**Department Name & Code:** Academic Technology 184  
**Location:** Olive Room  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** To support student use of Mac lab after class hours. The work study program is for the purpose of training and enhancing educational goals, students are expected to be working members of the department, receiving and hours pay for an hours work.

**Job Description/Responsibilities:** Student Worker will

- keep the Mac lab clean daily and ready for use in a health and safe manner.
- will keep log of all students, computer issues, as well as hours worked.
- open the studios during set times.
- should have ability to lift at least 50 lbs.
- assist students with course/Mac lab related work e.g., checking and cleaning keyboard, mice, headphones, iMacs are in working order, etc.
- additional duties may be assigned by the Academic Technology Tech.

**General Qualifications:**

- Must have basic Mac skills.
- Have familiarity with the Adobe Suite and other editing software.
- Must be an effective communicator both written and verbal.
- Reliability is a must and able to work varied shifts to support open studio hours preferably evenings and possibly weekends.

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

