



Job Title: CINE Lab Monitor/Tutor
Hours per week: 10-15
Number of positions: 2
Length of Employment: August 19, 2019 to December 13, 2019
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor: Russel Stolins

Department Name & Code: Academic Technology (AT), 184
Location: Academic Tech Director Office
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

Monitors open lab hours at CINE computer lab spaces. Tutors students taking CINE courses. Supports students with various technical tasks using Accurately completes tutoring reports. Documents questions and technical problems for resolution by IAIA Academic Technology and Information Technology staff.

Job Description/Responsibilities:

- Monitor CINE computer lab space to ensure proper use and appropriate conditions for focused study.
- Tutor students on CINE program applications, such as Premiere, Audition, etc.
- Serve as a TA in CINE class sessions as arranged with faculty (as student's course schedule permits)
- Tutor students how to use Canvas, including tasks such as:
 - Submission of assignments
 - Participation in online discussions
 - Locating assignment grades and feedback

General Qualifications:

- 3.0 Cumulative Grade Point Average
- Sophomore, Junior, or Senior, or with approval of Academic Technology staff and Retention Director
- Full time student
- Not on disciplinary or academic probation.
- Desire to learn and quick study with technical skills

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