



Job Title: Creative Writing Studio Monitor
Hours per week: 10-20
Number of positions: 2
Length of Employment: August 19- Dec. 14, 2019
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor: Jennifer Love
For Interview Contact: Jennifer Love

Department Name & Code: Creative Writing 174
Location: Creative Writing Studio in Student Success Center
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

To monitor the Creative Writing Studio for use by creative writing students during established hours and to assist creative writing faculty as needed.

The CW Studio is a shared space and partnering with the Learning Lab program. Student will monitor the Creative Writing Studio up to twenty fixed hours per week as determined by student needs. Student will establish hours, M-F, in conjunction with the supervisor. During those twenty hours, student will also assist Creative Writing Department faculty by photocopying, scanning, posting announcements and flyers, assisting with department events, and other assigned tasks. Student will work with CW majors who drop in, offering feedback, as requested, on their creative work and essays. They will also organize and lead study groups for creative writing courses during the semester, and study nights during midterm and final weeks. Student may be asked by creative writing faculty to work closely as a mentor with specific student/s, including attending the instructor's class if it does not conflict with their own class schedule. Student may also work with the IAIA Marketing and Communications staff to offer editorial suggestions to give the student editorial/copy-editing experience. Student may also assist the department to market Creative Writing Departmental events—readings and other activities. The student must have already successfully completed the instructor's course.

Job Description/Responsibilities:

Student will be responsible for the following duties:

- Student will complete the peer tutor training program, if it is offered.
- Student will follow all Learning Lab procedures and policies.
- Student will work out a schedule with the Creative Writing supervisor in the first week and maintain it for the rest of the semester.
- Student will be present during the scheduled hours and attend all department functions, such as evening readings, lectures and special events.
- Student will promote student awareness of, and use of, the Studio.

- Student will be responsible for keeping supplies on hand and making sure that computers and printer are in working order.
- Student will report computer or printer problems immediately to supervisor.
- Student will be responsible for assuring students are respectful to equipment and other students and will report any problems to the supervisor, retention director and /or security.
- Student will perform additional tasks for Creative Writing Department faculty in an efficient and timely manner.
- Student will submit time on Paylocity system for supervisor's approval before noon on the Friday deadline.

General Qualifications:

Student will need basic knowledge of computer and printer. The student must have strong writing skills in creative writing and academic writing. They must be reliable, responsible, efficient and courteous, and able to work well with others. Student must be comfortable addressing student misconduct should it occur. The student will conduct themselves in a professional manner.

Student must be a creative writing major.

Student must have a minimum GPA of 3.5 and have sophomore standing.

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