**Job Title**:                          3D Studio Monitor
**Hours per week:**           20 hours
**Number of positions:**    1
**Length of Employment:**  August 19, 2019-December 13, 2019
                                 (Note:  Financial Aid eligibility <u>must</u> be met every semester)


**Pay rate:**                       $8.00 per hour
**Supervisor:**                  Matt Eaton

**Department Name & Code:**  Fine Arts, 175
**Location:**                       Sculpture/Foundry – RM. 312
**Classification:**              Federal/State or Institutional Work-Study
**Employer Name/Address:**  IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**
The studio monitor provides assistance to all students registered in the 3-D Fundamentals class during open studio hours. To allow access to the 3-D Studio evenings and/or weekends for 3-D Fundamentals' students and to ensure proper use and care of tools. It is also important that students receive the necessary assistance in completing semester projects. The monitor also assists the instructor in organizing, maintaining and cleaning the studio and maintains a health-safe learning environment.

**Job Description/Responsibilities**:
The monitor ensures proper use of hand tools and equipment and sees that students follow studio health and safety policies; sees that students clean work areas; secures tools and supplies and locks cabinets at the end of open studio sessions; helps to keep the studio clean by sweeping the floor when necessary; helps the instructor maintain and organize the studio; and, assists the instructor in creating a health-safe learning environment. 3D Monitors will also assist in the cleaning and organizing of other areas of the sculpture studios as needed.

**General Qualifications**:
Needs to: be personable; have completed a 3-D Fundamentals/Design, Studio Shop or Sculpture course; have basic skill in tool usage; be able to lift 50 lbs; and be available to open the studio some evenings or weekends. Student must be reliable. Prefer a Native American student.

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