



Job Title: Fab Lab Monitor
Hours per week: 20
Number of positions: 2
Length of Employment: August 19, 2019 – May 15, 2020
(Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor Name: J. Craig Tompkins
Method of Contact: email: jtompkins@iaia.edu

Department Name & Code: Studio Arts: 176
Location: Fab Lab – Academic Building
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Fab Lab monitors help maintain and clean the lab as well as oversee and assist with student work.

Job Description/Responsibilities:

The fab lab monitor assists the fab lab faculty member clean, maintain, and operate the fab lab. Student workers in this position are asked to assist students, faculty, staff, and visiting artists with projects making use of the machinery in the lab. They are asked to assist with, and perform, regular maintenance and cleaning including but not limited to: cleaning work surfaces, cleaning computer work surfaces (mice/keyboards), cleaning and maintaining the laser cutters and 3D printers, sweeping floors and removing clutter as needed. Student workers in this position will, on occasion, be asked to provide fab lab demonstrations to tour groups. Maintaining regular work hours is a must. Students in this position will be trained to maintain and operate the machines in the lab fully and safely.

General Qualifications:

The ideal student for this position has, at a minimum, taken and passed DIGA201. They should have working knowledge of the 3D printers, laser cutters, and other equipment and software in the lab. They must be willing to assist others and problem solve in a technical environment.

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