



Job Title: Fab Lab Monitor
Hours per week: 20
Number of positions: 2
Length of Employment: January 21, 2020 – 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: Academic Building – Fab Lab
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: The Fab Lab Monitor keeps the lab open during posted hours and assists students/faculty/staff with the fab lab equipment. They help maintain the lab by performing regular light maintenance.

Job Description/Responsibilities: Fab Lab Monitors help maintain the cleanliness of the fab lab and assist student, faculty, and staff as needed with use of the fab lab equipment. A student in this role will be asked to clean computer stations, organize the material library, operate the laser cutters and 3D printers, remove and clean 3D prints, and keep the lab open during their posted hours. On occasion, the Fab Lab Monitor(s) may be asked to provide a short tour or demo of the lab to visiting student groups. They may also be asked to install software on the lab computers.

General Qualifications: The ideal candidate for this position has taken, at a minimum, DIGA101 with a grade of B or better. Students that have taken upper level DIGA courses will be given higher priority.

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