Job Title:	**Painting & Drawing Studio Assistant**

Hours per week:	20
Number of positions:	3
Length of Employment:	August 24, 2020 – December 11, 2020
Pay rate:	$8.00
Supervisor(s):	Jeff Kahm & Jim Rivera

Department Name & Code:	**Studio Arts, 177**
Location:	Painting Studio & Drawing Studio
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
To support student use of studios after class hours. The work study program is for the purpose of training and enhancing educational goals, students are expected to be working members of the department, receiving and hours pay for an hour's work**.**

Job Description/Responsibilities:
Student Worker will;
- keep studio clean daily and ready for use in a health and safe manner.
- keep a log of all job tasks as well as hours worked.
- open the studios during set times. Must remain in studio during work hours.
- should have ability to lift at least 50 lbs.
- assist students with course/studio related projects e.g., stretching/gesso canvas, etc.
- manage online scheduling of open studio hours for Painting & Drawing studio.
- Canvas/Zoom technical support and online support for Instructors.
- Includes 8-week accelerated and 16 week hybrid courses.
- additional duties may be assigned by the instructor.

General Qualifications:
- Must be registered in these courses: Painting or Drawing
- Have familiarity with the Painting and Drawing studios (must be able to migrate between painting and drawing studios during work hours).
- Must be an effective communicator.
- Reliability is a must and able to work varied shifts to support open studio hours – preferably evenings and/or weekends.
- Wearing a mask is mandatory to enter the Academic Building (all studios).
- Flexible and comfortable with any sort of change that might occur.

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