



Job Title: Teaching Assistant
Hours per week: 20
Number of positions: 1
Length of Employment: August 17, 2020 – May 14, 2021
(Academic progress must be met every semester to continue)

Pay rate: \$8.00
Supervisor Name: Arista Slater-Sandoval
Method of Contact: a.slater-sandoval@iaia.edu
Department Name & Code: Studio Arts, 177
Location: Photography Studio
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Teacher's assistant

Job Description/Responsibilities: The TA will help support the online class and possibly preform general maintenance on equipment. Student worker will participate in weekly classes, critique and support student needs in tech questions relating to class (navigating class canvas page, zoom, photoshop, etc). The TA's physical presence in the studio will vary greatly based on the student worker's personal safety, class demands, and outside factors. Studio use will be limited, so general maintenance on equipment will be minimal. 20 hours a week.

General Qualifications:

- Experience with online learning
- Experience with Instagram
- Excellent written and verbal skills
- Organized systems thinker
- Exceptional communication skills
- Flexible, ready for change
- Natural relationship builder
- Basic photoshop & darkroom skills

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