



**Job Title:** Studio Monitor/ Classroom Assistant  
**Hours per week:** 20  
**Number of positions:** 3  
**Length of Employment:** January 27, 2021 – May 14, 2021  
(Academic progress must be met every semester to continue)

**Pay rate:** \$8.00  
**Supervisor Name:** Jonah Winn-Lenetsky  
**Method of Contact:** Email: Jonah.winn-lenetsky@iaia.edu  
**Department Name & Code:** Performing Arts 179  
**Location:** IAIA main campus  
**Classification:** Federal  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Oversee and monitor studios in the Performing Arts department

**Job Description/Responsibilities:**

Studio/ Classroom Assistant/monitor is responsible for general oversight and maintenance of the studio or classroom space and supporting faculty/students, as well as managing studio classroom hours including those when Faculty/Staff supervisor is not present.

*\*Due to current pandemic this position may be supervised remotely.*

**General Qualifications:**

Ability to work in-person, on campus or on-line, dependent upon cautionary measures.

- Ability to uphold and support studio/classroom Covid precautions/requirements
- Reliability & flexibility, ready for change
- Team player, ability to work well with supervisors/faculty/staff
- Excellent written and verbal skills
- Organized systems thinker
- Exceptional communication skills
- Ability to work two evenings a week is a plus, particularly *after* spring break
- Familiarity with Calendly Scheduler (will train)
- Lay-out experience is a plus
- Natural relationship builder
- Physical Demands: able to sit, stand, ascend or descend ladders/stairs, and lifting and lowering 25lb.

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