



**Job Title:** Studio/ Classroom Assistant/Monitor  
**Hours per week:** 10-20  
**Number of positions:** 1  
**Length of Employment:** January 20 – May 12, 2021  
(Academic progress must be met every semester to continue)

**Pay rate:** \$8.00  
**Supervisor Name:** J. Craig Tompkins  
**Method of Contact:** Email: [jtompkins@iaia.edu](mailto:jtompkins@iaia.edu)  
**Department Name & Code:** Studio Arts 3D: 176  
**Location:** Fab Lab an Online  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Studio/ Classroom Assistant/monitor is responsible for general 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.*

### **Job Description/Responsibilities:**

Students hired in this role will, in addition to the above purpose/role, keep regular lab hours in compliance with IAIA COVID-19 measures. They will be asked to assist with the regular maintenance of the fab lab machines and to keep stock of lab materials and consumables. They will initiate and monitor jobs on the 3D printers and laser cutters. In addition, they may be asked to assist Fab Lab faculty with instruction documentation and other instructional tasks. Overall, they will be asked to keep the fab lab a safe environment by following, and modelling, all health and safety practices specific to the fab lab. Students in this position will receive training on the various machines/processes in the lab in order to meet these responsibilities.

### **General Qualifications:**

- Familiarity with Calendly Scheduler
- Ability to uphold and support studio/ classroom Covid precautions/ requirements
- Excellent written and verbal skills
- Organized systems thinker
- Exceptional communication skills
- Flexible, ready for change
- Natural relationship builder
- Physical Demands: able to sit, stand, ascend or descend ladders/stairs, and lifting and lowering 25lb.
- Must have Completed DIGA101 or have prior experience with fab lab machinery (laser cutters, 3D printers.
- Software Experience: Photoshop and Illustrator (minimum) Maya, Fusion 360, or other 3D design software (preferred)
- Ability to troubleshoot technical issues and seek answers if overseeing faculty is unavailable.

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