



**Job Title:** Painting & Drawing Studio Assistant  
**Hours per week:** 20  
**Number of positions:** 1  
**Length of Employment:** January 22 – May 14, 2021  
**Pay rate:** \$8.00  
**Supervisor(s):** Jeff Kahm & Jim Rivera  
**Department Name & Code:** 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:** 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:** 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 hour;
- should have ability to lift at least 50 lbs;
- assist students with course/studio related projects e.g., stretching/ghesso 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).
- 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).
- 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.

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