



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: Neal Ambrose-Smith
Method of Contact: nsmith@iaia.edu and txt 505-239-2806
Department Name & Code: Studio Arts 177
Location: Academic Building Print Studio and 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:

- Manage IAIA Printmaking studio email account
- manage online scheduling of open studio hours for Printmaking Studio
- weekly Check of studio teaching materials and supplies
- Canvas technical support and online teaching assistant with printmaking classes

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.

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