



Job Title: Media Arts Technologies Asst.

Hours per week: 20
Number of positions: 1
Length of Employment: August 16, 2021 – May 13, 2022
(Academic progress must be met every semester to continue)

Pay rate: \$10.50
Supervisor Name: Anthony Deiter
Method of Contact: Email, Anthony.deiter@iaia.edu or Phone, 606-217-2187
Department Name & Code: Cinematic Arts and Technology
Location: In-person
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: Assisting Faculty member with online and in class learning in Technology Arts, Creation of 3d animation and modeling content for class learning. Dome Monitor duties. Training in Dome Presentations

General Qualifications:

- Familiarity with Calendly Scheduler
- Ability to uphold and support studio/ classroom Covid precautions/ requirements
- Monitor and technology assistance in the Digital Dome
- Asst. Faculty member in digital media content and creation
- 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).