



Job Title: Studio Assistant
Hours per week: 20
Number of positions: 5
Length of Employment: August 16, 2021 – May 13, 2022
(Academic progress must be met every semester to continue)

Pay rate: \$10.50
Supervisor Name: Robert Orozco
Method of Contact: 505-424-2306
Department Name & Code: 186
Location: Performing Arts Fitness Center (PAFC)
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: To open and close the PAFC, while providing coverage in the absence of the PAFC manager. Assisting in the maintenance and operations of running the Performing Arts Fitness Center.

Responsibilities:

- Open/Close The PAFC
- Welcome Attendees/Check Student ID
- Obtain student information for equipment check-out
- Monitor Gymnasium
- Monitor Weight Room
- Clean Mirrors
- Sanitize/Wipe Machines Down
- Sweep/Mop Weight Room Floor
- Throw trash
- Making sure equipment is in the proper place before opening and closing

General Qualifications:

- 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).