



Job Title: 3D Studio Monitor
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: Matt Eaton
Method of Contact: matthew.eaton@iaia.edu
Department Name & Code: 175
Location: 3D Studio, Sculpture/Foundry Building Rm. 312
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:

The monitor ensures proper use of hand tools and equipment and sees that students follow studio health and safety policies; sees that students clean work areas; secures tools and supplies and locks cabinets at the end of open studio sessions; helps to keep the studio clean by sweeping the floor when necessary; helps the instructor maintain and organize the studio; and, assists the instructor in creating a health-safe learning environment. 3D Monitors will also assist in the cleaning and organizing of other areas of the sculpture studios as needed.

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).