



**Job Title:** Jewelry Studio Monitor  
**Hours per week:** 20  
**Number of positions:** 2  
**Length of Employment:** August 16, 2021 – May 13, 2022  
(Academic progress must be met every semester to continue)

**Pay rate:** \$10.50  
**Supervisor Name:** Brian Fleetwood  
**Method of Contact:** bfleetwood@iaia.edu  
**Department Name & Code:** Studio Arts 175  
**Location:** Jewelry 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 will be responsible for supervising studio use during open studio hours, assisting jewelry faculty with class prep/demo samples, and assisting with the maintenance and improvement of jewelry studio and equipment.

**General Qualifications:**

- Must completed JEWL 221
- 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).