



**Job Title:** Creative Writing Department Mentor  
**Hours per week:** 5-15  
**Number of positions:** 5  
**Length of Employment:** January 18 – May 13, 2022  
(Academic progress must be met every semester to continue)

**Pay rate:** \$10.50  
**Supervisor Name:** Kim Parko  
**Method of Contact:** **Email:** [kparko@iaia.edu](mailto:kparko@iaia.edu)  
**Department Name & Code:** Creative Writing 174  
**Location:** Creative Writing Lab/Online  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** *Creative Writing Department Mentors (CWDM) are responsible for organizing, promoting, and running/hosting student workshops, panels, and readings, as well as communicating with CW students about CW department events and opportunities. CWDM will also provide mentorship to CW students through weekly open discussion groups. CWDM will serve in cross-department collaborations such as Art in Conversation project with the Studio Arts Department.*

*\*Due to current pandemic this position may be supervised remotely.*

### **Job Description/Responsibilities:**

Organize monthly sessions/panels focused on topics of interest to CW students  
Organize weekly open discussion groups  
Organize at least two student readings per semester  
Send out CW student opportunities through email and social media  
Communicate through email/social media about CW dept. events  
Participate in the Art in Conversation collaboration with the Studio Arts Department

### **General Qualifications:**

- Familiarity with planning, organizing, and running events
- Experience communicating through various platforms, such as email, social media, zoom, etc.
- Excellent written and verbal skills
- Organized systems thinker
- Exceptional communication skills
- Flexible, ready for change
- Natural relationship builder

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