



Job Title: Creative Writing Studio Monitor
Hours per week: 5-20
Number of positions: 2
Length of Employment: September 13, 2021 – 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 or In-person
Department Name & Code: Creative Writing 174
Location: Online/ Creative Writing Studio
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: To monitor the Creative Writing Studio (in-person and online) for use by creative writing students and students enrolled in English courses during established hours and to assist creative writing faculty as needed.

Student will monitor the Creative Writing Studio/online studio up to twenty fixed hours per week as determined by student needs. Student will establish hours in conjunction with the supervisor. During those hours, student will also assist Creative Writing Department faculty and Creative Writing department Mentors by photocopying, scanning, posting announcements and flyers, assisting with department events, and other assigned tasks. Student will work with CW majors and students enrolled in English classes, offering feedback on their creative work and essays. They will also organize and lead study groups for creative writing/English courses during the semester, and study nights during midterm and final weeks. Student may be asked by creative writing faculty to work closely as a mentor with specific student/s. Student may also work with the IAIA Marketing and Communications staff to offer editorial suggestions to give the student editorial/copy-editing experience. Student may also assist the department to market Creative Writing Departmental events—readings and other activities.

Job Description/Responsibilities:

Student will be responsible for the following duties:

- Student will complete the peer tutor training program, if it is offered.
- Student will follow all Learning Lab procedures and policies.
- Student will work out a schedule with the Creative Writing supervisor in the first week and maintain it for the rest of the semester.
- Student will be present during the scheduled hours and attend all department functions, such as evening readings, lectures and special events.
- Student will promote student awareness of, and use of, the Studio.
- Student will be responsible for keeping supplies on hand and making sure that computers and printer are in working order.
- Student will report computer or printer problems immediately to supervisor.

- Student will be responsible for assuring students are respectful to equipment and other students and will report any problems to the supervisor, retention director and /or security.
- Student will perform additional tasks for Creative Writing Department faculty in an efficient and timely manner.
- Student will submit time on Paylocity system for supervisor's approval before noon on the Friday deadline.

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

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