



Job Title:	Creative Writing Department Monitor
Hours per week:	5-15
Number of positions:	2
Length of Employment:	August 15, 2022 – May 12, 2022 (Academic progress <u>must</u> be met every semester to continue)
Pay rate:	\$11.50/hr
Supervisor:	Serena Rodriguez
Contact:	serena.rodriquez@iaia.edu / 505-204-2341
Department Name & Code:	Creative Writing Department 174
Location:	Creative Writing Lab/Online
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	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/Abilities:

- 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

Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). See: iaia.edu/student-success-center/student-employment/