Job Title: Jewelry Studio Assistant  
Hours per week: 20  
Number of positions: Two positions available  
Length of Employment: 8/15/2022 through 12/09/2022  
(Academic progress must be met every semester to continue)  
Pay rate: $11.50/hr  
Supervisor: BRIAN FLEETWOOD  
Contact: bfleetwood@iaia.edu (505) 424 2313  
Department Name & Code: Studio Arts - 176  
Location: Jewelry Studio  
Classification: Institutional  
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508  

Purpose/Role:  
The Jewelry Studio Assistants are an important part of keeping a functional workspace open for students to complete assignments, and keeping the space organized and safe.  

Job Description/Responsibilities/Abilities:  
Jewelry Studio Assistants will keep a regular “open studio” schedule, and aid the organization, maintenance, and supervision of the Jewelry Studio.  
- Must be available evenings and weekends (for open studio hours)  
- Supervision of Jewelry Studio during regular open studio hours  
- Rendering occasional assistance to beginning jewelry students  
- Assisting the maintenance of tools and equipment  
- Helping to maintain a neat, organized space  
- Additional duties related to the smooth operation of the studio as needed/required  

General Qualifications:  
- Must have taken JEWL 221 or higher  
- Creative problem solver  
- Good communication skills  
- Good organizational skills  
- Physical Demands: able to sit, stand for long periods of time, and lift and lower 50lb or more  
- Ability to work with limited supervision and often independently  
- Ability to stay focused, on task, and always display a high level of professionalism  
- Ability to work pro-actively and cooperatively with Staff, Faculty, and Students  
- Must be available evenings and weekends  

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/