**Job Title:** Production Assistant/Studio Monitor  
**Hours per week:** 15-20  
**Number of positions:** 1  
**Length of Employment:** August 15, 2022 – December 10, 2022  
(Academic progress must be met every semester to continue)  
**Pay rate:** $11.50  
**Supervisor:** Sheila Rocha  
**Contact:** sheila.rocha@iaia.edu  
**Department Name & Code:** Performing Arts & Fitness Center  
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**Location:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** 83 Avan Nu Po Road, Santa Fe, NM 87508  

**Purpose/Role:**  
Office Assistant  

**Job Description/Responsibilities/Abilities:**  
Student will serve as a production assistant and help with performance in a variety of capacities. They will also serve as a studio monitor for the dance studios and may be asked to help out with productions. They will assist in a variety of capacities and be called upon to help out with classes and shows when they are available. Nights and weekends may be necessary. A proficiency with computers, MS Word and Excel will be important.  

**General Qualifications:**  
A proficiency with computers, MS Word and Excel will be important. Also, a willingness to do a variety of tasks as needed for the department.  

**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/