



Job Title:	Photography Studio Lab Monitor
Hours per week:	20 hours
Number of positions:	1 position
Length of Employment:	August 15 – December 9 (Academic progress <u>must</u> be met every semester to continue)
Pay rate:	\$11.50/hr
Supervisor:	Arista Slater-Sandoval
Contact:	a.slater-sandvoal@iaia.edu
Department Name & Code:	Studio Arts 177
Location:	ACAD, photography studio
Classification:	<i>Institutional Work-Study</i>
Employer Name/Address:	83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

Photography Studio/ Classroom Assistant/monitor is responsible for general maintenance of the studio or classroom space and supporting faculty/students, as well as managing studio classroom hours including those when Faculty/ Staff supervisor is not present.

Job Description/Responsibilities/Abilities:

Maintaining a safe, clean environment for students to work in.

- Mix photography chemistry.
- Maintain technology during open lab hours.
- Assisting students in their assigned projects.
- Maintaining all workflow processes in good order.

General Qualifications:

- 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
- Physical Demands: able to sit, stand, ascend or descend ladders/stairs, and lifting and lowering 25lb.
- 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/