



Job Title: Ceramic Studio Assistant
Hours per week: 10-20
Number of positions: 2
Length of Employment: August 15 – December 9, 2022
(Academic progress must be met every semester to continue)
Pay rate: \$11.50
Supervisor Name: Daisy Quezada
Method of Contact: daisy.quezada@iaia.edu
Department Name & Code: Studio Arts 175
Location: ACABDG Ceramics & Online
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

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. *

**Due to current pandemic this position may be supervised remotely.*

Job Description/Responsibilities/Abilities:

- Experience with firing gas and electric kilns
- Mixing Clay
- Upkeeping slip buckets
- Wedging clay (if needed)
- Mixing and managing glazes
- Cleaning plaster wedding table
- General kiln room management (scraping shelves with glaze and applying kin wash)
- Restocking raw material bins
- Cleaning slop container
- General supply management and notifying faculty when low
- Managing social media account

General Qualifications:

- Familiarity with Calendly Scheduler
- Ability to uphold and support studio/ classroom Covid precautions/requirements
- Experience with firing an electric kiln
- 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.



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/