Job Title: Glass Class Teaching Assistant
Hours per week: 10
Number of positions: 1
Length of Employment: October 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 primarily supporting the faculty with both written and oral communication. Other responsibilities include maintenance of the studio or classroom space and supporting students.

Job Description/Responsibilities/Abilities:
• Experience with Outlook 360
• Provide written and verbal communication to/from Glass Professor
• Respond to written correspondence directed to Glass Professor
• Experience with fusing and blowing glass
• Upkeeping studio space
• Cleaning work areas
• Restocking raw material bins
• General supply management and notifying faculty when low

General Qualifications:
• Excellent written and verbal skills
• Familiarity with Calendly Scheduler
• Ability to uphold and support studio/classroom Covid precautions/requirements
• Experience with firing an electric/gas kiln
• Organized systems thinker
• Flexible, ready for change
• Natural relationship builder
• Physical Demands: able to sit, stand, ascend and descend ladders/stairs, and lifting and lowering 25lbs

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.