



**Job Title:** Ceramic Studio Assistant  
**Hours per week:** 10-20  
**Number of positions:** 2  
**Length of Employment:** January 17 - May 12, 2023  
(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/](http://iaia.edu/student-success-center/student-employment/)