



<b>Job Title:</b>	<b>Creative Writing Department Mentor</b>
<b>Hours per week:</b>	5-20
<b>Number of positions:</b>	7
<b>Length of Employment:</b>	January 17 – May 12, 2023 (Academic progress <u>must</u> be met every semester to continue)
<b>Pay rate:</b>	\$11.50/hr
<b>Supervisor:</b>	<b>Serena Rodriguez</b>
<b>Contact:</b>	<a href="mailto:serena.rodriquez@iaia.edu">serena.rodriquez@iaia.edu</a> / 505-204-2341
<b>Department Name &amp; Code:</b>	Creative Writing Department 174
<b>Location:</b>	Creative Writing Lab/Online
<b>Classification:</b>	Federal/State or Institutional Work-Study
<b>Employer Name/Address:</b>	83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** *Creative Writing Department Mentors (CWDM)* are responsible for organizing, promoting, and running/hosting student workshops, panels, and readings, as well as communicating with CW students about CW department events and opportunities. CWDM will also provide mentorship to CW students through the Creative Writing Lab. CWDM will serve in cross-department collaborations such as Art in Conversation project with the Studio Arts Department. CWDM will also participate in all the stages of working on The Jackalope. Students may be asked by creative writing faculty to work closely as a mentor with specific student/s. Student may also work with the IAIA Marketing and Communications staff to offer editorial suggestions to give the student editorial/ copy-editing experience.

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

### **Job Description/Responsibilities/Abilities:**

- Organize monthly sessions/panels focused on topics of interest to CW students
- Organize The Jackalope, along with release events
- Organize at least two student readings per semester
- Send out CW student opportunities through email and social media (newsletter)
- Communicate through email/social media about CW dept. events (newsletter)
- Participate in the Art in Conversation collaboration with the Studio Arts Department
- Complete a schedule during the first week of the semester for the Writing Lab (in-person or remote)
- Assist in keeping the Creative Writing Lab and Arthur Sze Reading Room clean and organized.
- Will attend all department functions, such as evening readings, lectures, and special events.
- Will submit hours by Thursday night to Paylocity weekly.

### **General Qualifications:**

- Familiarity with planning, organizing, and running events
- Experience communicating through various platforms, such as email, social media, zoom, etc.



- Excellent written and verbal skills
- Organized systems thinker
- Exceptional communication skills
- Flexible, ready for change
- Natural relationship builder
- Ability to uphold and support studio/ classroom Covid precautions/requirements.

**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/)