



Job Title: Jewelry Studio Assistant
Hours per week: 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/hr
Supervisor: BRIAN FLEETWOOD
Contact: bfleetwood@iaia.edu (505) 424 2313
Department Name & Code: Studio Arts - 176
Location: Jewelry Studio
Classification: Institutional
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

The Jewelry Studio Assistants are an important part of keeping a functional workspace open for students to complete assignments, and keeping the space organized and safe.

Job Description/Responsibilities/Abilities:

Jewelry Studio Assistants will keep a regular "open studio" schedule, and aid the organization, maintenance, and supervision of the Jewelry Studio.

- Must be available evenings and weekends (for open studio hours)
- Supervision of Jewelry Studio during regular open studio hours
- Rendering occasional assistance to beginning jewelry students
- Assisting the maintenance of tools and equipment
- Helping to maintain a neat, organized space
- Additional duties related to the smooth operation of the studio as needed/required

General Qualifications:

- Must have taken JEWL 221 or higher
- Creative problem solver
- Good communication skills
- Good organizational skills
- Physical Demands: able to sit, stand for long periods of time, and lift and lower 50lb or more
- 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/