



<b>Job Title:</b>	<b>Painting &amp; Drawing Studio Assistant</b>
<b>Hours per week:</b>	20
<b>Number of positions:</b>	1
<b>Length of Employment:</b>	January 17 – May 10, 2023 (Academic progress must be met every semester to continue)
<b>Pay rate:</b>	\$11.50/hr
<b>Supervisor:</b>	<b>Jim Rivera</b>
<b>Contact:</b>	jrivera@iaia.edu
<b>Department Name &amp; Code:</b>	177
<b>Location:</b>	Painting Studio & Drawing Studio
<b>Classification:</b>	Federal/State or Institutional Work-Study
<b>Employer Name/Address:</b>	IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

To support student use of studios after class hours. The work-study program is for the purpose of training and enhancing educational goals, students are expected to be working members of the department, receiving hours pay for an hour's work.

**Job Description/Responsibilities:**

Student Workers will,

- keep the studio clean daily and ready for use in a healthy and safe manner.
- keep a log of all job tasks as well as hours worked.
- open the studios during set times. Must remain in the studio during work hours.
- should have the ability to lift at least 50 lbs.
- allocate the tools (check out) and log in their return.
- assist students with course/studio-related projects e.g., stretching/ghesso canvas, etc.
- manage online scheduling of open studio hours for the Painting & Drawing studio.
- Canvas/Zoom technical support and online support for Instructors.
- Includes 8-week accelerated and 16-week hybrid courses;
- additional duties may be assigned by the instructor.

**General Qualifications:**

- Must be registered in one of these courses: Painting or Drawing
- Have familiarity with the Painting and Drawing studios (must be able to migrate between painting and drawing studios during work hours).
- Must be an effective communicator.
- Reliability is a must and able to work varied shifts to support open studio hours – preferably evenings and/or weekends.
- (Maybe) Wear a mask is mandatory to enter the Academic Building (all studios).
- Flexible and comfortable with any sort of change that might occur.



**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).