



<b>Job Title:</b>	<b>Photography Studio Lab Monitor</b>
<b>Hours per week:</b>	20 hours
<b>Number of Positions:</b>	1 position
<b>Length of Employment:</b>	January 17 - May 12 (Academic progress <u>must</u> be met every semester to continue)
<b>Pay Rate:</b>	\$11.50/hr
<b>Supervisor:</b>	<b>Arista Slater-Sandoval</b>
<b>Contact:</b>	a.slater-sandvoal@iaia.edu
<b>Department Name &amp; Code:</b>	Studio Arts 177
<b>Location:</b>	ACAD, photography studio
<b>Classification:</b>	<i>Institutional Work-Study</i>
<b>Employer Name/Address:</b>	83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

Photography 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.

**Job Description/Responsibilities/Abilities:**

Maintaining a safe, clean environment for students to work in.

- Mix photography chemistry.
- Maintain technology during open lab hours.
- Assisting students in their assigned projects.
- Maintaining all workflow processes in good order.

**General Qualifications:**

- Ability to uphold and support studio/classroom Covid precautions/requirements
- 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.
- 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/](http://iaia.edu/student-success-center/student-employment/)