



Job Title:	Printmaking Studio Monitor
Hours per week:	To Be Determined
Number of positions:	1
Length of Employment:	January 17 - May 12, 2023 (Academic progress <u>must</u> be met every semester to continue)
Pay rate:	\$11.50/hr
Supervisor:	Daisy Quezada
Contact:	daisy.quezada@iaia.edu
Department Name & Code:	Studio Arts
Location:	Printmaking Studio, Academic Building
Classification:	Federal, State or Institutional
Employer Name/Address:	83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

The Studio Monitor is a key position within the Printmaking department and helps ensure the successful planning, execution, and maintenance of the multiple class sections each semester.

Job Description/Responsibilities/Abilities:

The Studio Monitor will aid in all aspects of the Printmaking Studio. In addition, Studio Monitor will/may be:

- Working during demonstrations and talking with students. Some afternoons and evenings will be required for studio access
- Aiding in encouraging students to maintain the work area and gallery
- Assisting faculty in other various functions of the Printmaking department

General Qualifications:

- Creative problem solver
- Team player
- Good communication skills
- Physical Demands: able to sit, stand for long periods of time, and lift and lower 50lb or more
- Knowledge of general printmaking equipment
- Must be able to research and provide accurate and creative solutions to customer issues
- 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/