Job Title:	**Fab Lab Assistant - Teacher Assistant**
Hours per week:	20
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:	**J. Craig Tompkins**
Contact:	jtompkins@iaia.edu, 505-819-1679
Department Name & Code:	Studio Arts 176
Location:	Fab Lab
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
Fab Lab Assistant and TA is responsible for general maintenance of the lab space and supporting faculty/students, as well as managing lab hours including those when Faculty/ Staff supervisor is not present. As TA, they will assist with the daily running of lower level DIGA courses *
Due to current pandemic this position may be supervised remotely.

Job Description/Responsibilities/Abilities:
The digital fabrication lab assistant is responsible for assisting students/staff/faculty with the technology in the lab as well as general maintenance and upkeep. They will assist the overseeing faculty member with internal IAIA projects related to the fab lab. The student in this position may be asked to provide short demonstrations and lab tours to campus visitors. The lab assistant will hold regular weekly lab hours outside of class time and on weekends. As TA, they will assist with the daily running of lower level DIGA courses and provide assistance to students in the class.

General Qualifications:
- Familiarity with Calendly Scheduler
- 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.
- Familiarity with Adobe design software (Photoshop/Illustrator)
- General Troubleshooting skills
- Good time management skills

- Willingness to train on all Fab Lab machines and software
- Adept with digital workflows, tools, software
- Taken and passed DGIA101 (preferred)

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/