



**Job Title:** 2D and Drawing Studio Monitor  
**Hours per week:** 20  
**Number of positions:** 1  
**Length of Employment:** March 6 – May 12, 2023  
(Academic progress must be met every semester to continue)  
**Pay rate:** \$11.50  
**Supervisor Name:** Daisy Quezada  
**Method of Contact:** daisy.quezada@iaia.edu  
**Department Name & Code:** Studio Arts 177  
**Location:** ACABDG Drawing & 2D Studio  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** The 2D and drawing studio monitor is responsible for primarily supporting the faculty teaching in both studios along with making the space available during open studio hours. Other responsibilities include maintenance of the studio or classroom space and supporting students.

**Job Description/Responsibilities/Abilities:**

- Keep a regular Open Studio schedule for both the 2D and Drawing studio
- Experience with Outlook 360
- Experience with 2D mediums
- Upkeeping studio space
- Cleaning work areas
- General supply management and notifying faculty and hiring supervisor when low

**General Qualifications:**

- Excellent written and verbal skills
- Familiarity with Calendly Scheduler
- Ability to uphold and support studio/ classroom Covid precautions/ requirements.
- Organized systems thinker
- Flexible, ready for change
- Natural relationship builder
- Ability to work with limited supervision and often independently.
- Ability to stay focused, on task, and always display a high level of professionalism.
- Physical Demands: able to sit, stand, ascend or descend ladders/stairs, and lifting and lowering 25lb.
- 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/)