

**Job Title: Creative Writing Studio Monitor/Peer Tutor (1 Position)**

**Classification:** Federal/State Work Study or Institutional Work Study (Student Worker)

**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Department Name & Department Code:** Creative Writing 170

**Location:** Creative Writing Studio in Student Success Center

**Supervisor Name:** Evelina Lucero

**Purpose/Role of the Student's Position within the Organization:**

To keep the Creative Writing Studio open for use by creative writing students during established hours and to assist creative writing faculty as needed.

**Job Duties/Responsibilities & Relationship to Purpose/Role:**

**General Summary:** The CW Studio is a shared space and partnering with the Learning Lab program. Student will monitor the Creative Writing Studio up to twenty fixed hours per week as determined by student needs. Student will establish hours in conjunction with the supervisor. During those twenty hours, student will also assist Creative Writing Department faculty by photocopying, scanning, posting announcements and flyers, assisting with department events, etc. They will also receive training in peer tutoring by the Retention Director. Upon completion of the training, they will tutor creative writing and other IAIA students as needed.

**Duties & Responsibilities:** Student will be responsible for the following duties:

- Student will complete the peer tutor training program
- Student will follow all Learning Lab procedures and policies.
- Student will work out a schedule with the creative writing supervisor in the first week and maintain it for the rest of the semester.
- Student will be present during the scheduled hours.
- Student will be responsible for keeping supplies on hand and making sure that computers and printer are in working order.
- Student will report computer or printer problems immediately to supervisor.
- Student will be responsible for assuring students are respectful to equipment and other students and will report any problems to supervisor, retention director and /or security.
- Student will perform additional tasks for Creative Writing Department faculty in an efficient and timely manner.
- Student will submit time on Paychex system for supervisor's signature before noon on the Friday deadline.

**Pay Rate:** \$7.50 (IAIA Work Study Manual for Students, page 7)

**General Qualifications:** Student will need basic knowledge of computer and printer. The student must have strong writing skills in creative writing and academic writing. They must be reliable, responsible, efficient, and courteous. Student must be comfortable addressing student misconduct should it occur. The student will conduct themselves in a professional manner.

**Length of Employment:** August 15, 2016 thru December 9, 2016 (Fall);  
Student must reapply every semester. Financial Aid eligibility must be met every semester.

**Evaluation Procedure(s) and Schedule:** Performance Evaluation form provided in IAIA Work Study Manual for Students (page 11).