

**Job Title: Ceramics Studio Monitor**

**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:** Fine Arts 176

**Location:** Academic Building – Ceramics Studio

**Supervisor Name:** Joanna Big Feather

**Purpose/Role of the Student's Position within the Organization:** Facilitate the use of the studio outside of class hours.

**Job Duties/Responsibilities & Relationship to Purpose/Role:** The studio monitor is available for assistance to all ceramic students in completing projects during open studio hours. The monitor assures proper use of tools and supplies for class projects and student use; secures tools and supplies in cabinets at the end of open studio hours; helps to keep the studio clean and helps the instructor maintain and organize all areas of the studio for safety and space efficiency; and assists the instructor in creating a health-safe learning environment.

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

**General Qualifications:** The monitor needs to be an intermediate or advanced ceramic student knowledgeable of various basic ceramic processes, studio tools and equipment and be able to lift 50 lbs. Must be willing to learn the operation of electric kilns and be willing to be trained on any safe use of equipment and materials. Student must be reliable and work well with others, good time management and organizational skills needed.

**Length of Employment:** August 15, 2016 thru December 9, 2016 (Fall);  
January 17, 2017 thru May 12, 2017 (Spring)

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