

Job Title: Jewelry/Metals 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: Studio Arts 176

Location: Academic Building – Jewelry Studio

Supervisor Name: Brian Fleetwood

Purpose/Role of the Student's Position within the Organization: To support the use of the studio by monitoring it outside of class hours and maintenance of tools and equipment.

Job Duties/Responsibilities & Relationship to Purpose/Role:

- *Opening the studio as necessary, during open studio hours.
- *Closing the shop and shutting down equipment at the end of open studio hours.
- *Monitoring students to make sure studio safety requirements are followed.
- *Monitoring students to make sure they clean their work areas before they clean the studio
- *Keeping the studio clean and organized
- *Reporting incidents, broken equipment and deleted supplies
- *Being on time, and leaving on time, unless prior arrangements have been made.

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

General Qualifications: Must have passed JEWL 121 and be registered in, or have passed JEWL 221

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).