IAIA
INSTITUTE OF
AMERICAN INDIAN ARTS

Job Title:	**Painting & Drawing Studio Assistant**
Hours per week:	20
Number of positions:	3
Length of Employment:	August 14, 2017 – May 11, 2018
Pay rate:	$8.00
Supervisor:	Jeff Kahm & Jim Rivera

Department Name & Code:	**177**
Location:	Painting Studio & Drawing Studio
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
To support student use of studios after class hours. The work study program is for the purpose of training and enhancing educational goals, students are expected to be working members of the department, receiving and hours pay for an hours work**.**

Job Description/Responsibilities:
Student Worker will;

- keep the studio clean daily and ready for use in a health and safe manner.
- will keep log of all job tasks as well as hours worked.
- open the studios during set times.
- should have ability to lift at least 50 lbs.
- assist students with course/studio related work e.g., stretch/gesso canvas, etc.
- take additional duties may be assigned by the instructor or studio technician.

General Qualifications:

- Must be registered in these courses: Painting or Drawing
- Have familiarity with the Painting and Drawing studios (must be able to migrate between painting and drawing studios during work hours).
- Must be an effective communicator.
- Reliability is a must and able to work varied shifts to support open studio hours – preferably evenings and possibly weekends.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).