



**Job Title:** Fab Lab Monitor  
**Hours per week:** 20  
**Number of positions:** 1  
**Length of Employment:** August 14, 2017 - May 12, 2018  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor:** J. Craig Tompkins

**Department Name & Code:** Studio Arts 176  
**Location:** Fab Lab  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** The Fab Lab monitor will provide access to the fab lab and its equipment to qualifying students/faculty/staff/visiting artists.

**Job Description/Responsibilities:**

The Fab Lab Monitor's responsibilities include, but are not limited to: helping students/staff/faculty/visiting artists with use of Fab Lab equipment, sweeping, cleaning, light maintenance of equipment, assisting with demonstrations, organizing material inventory, creating signage, monitoring the [fablab@iaia.edu](mailto:fablab@iaia.edu) email account, assisting FUND104 students with fab lab related projects, maintaining safety equipment in lab, and fulfilling other requests as needed or assigned.

**General Qualifications:** Sophomore to Senior student in digital arts that has completed DIGA201 with a grade of B or better. Must be competent in both 2D and 3D digital design software. Familiarity with and/or a willingness to learn health and safety related procedures for the fab lab.

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