



**Job Title:** Art History Teaching Assistant  
**Hours per week:** 15 hours maximum  
**Number of positions:** 1  
**Length of Employment:** August 21<sup>st</sup> – December 14<sup>th</sup>, 2018  
**Pay rate:** \$8.00 per hour  
**Supervisor:** Amber Dawn Bear-Robe, ARTH Faculty  
**Department Name & Code:** Museum Studies (MUSM) - 178  
**Location:** MUSM/ ARTH Department: Offices, Classrooms  
**Classification:** Fed/State/Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

To support the Art History faculty and needs of the Art History program with the delivery of online and face-to-face courses.

**Job Description/Responsibilities:**

Assisting faculty by regularly attending the ARTH211 class to assist with course facilitation including student breakout sessions, assignment tutoring, in class learning games and scheduling guest lecturers. Working on research current opportunities and trends in local and national Art History, editing of online content for clarity, scanning and copying.

**REQUIRED EXPERIENCE AND EDUCATION**

Upper division student who has received a minimum of an "A" in ARTH211 and has successfully completed (B or above) at least 3 additional ARTH courses.

**ESSENTIAL POSITION FUNCTIONS**

Regularly attend ARTH211 – NA Art History I  
Lead in-class breakout group sessions  
Help develop in-class learning games  
Assist students' conceptual understanding of the course materials  
Schedule guest lectures and present a guest lecture of their choosing  
Research recent applicable publications in Art History  
Research local opportunities for expanding Art History Learning (ex. Markets, gallery openings, museum lectures...)  
Editing online ARTH course instructions and assignments for clarity  
Scan materials  
Copy Materials  
Participate in weekly meeting with instructor

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Proven academic capabilities  
A desire to assist students who may be struggling to achieve academic success  
Ability to relate to students' needs and abilities  
Ability to work in a group setting  
Proven success in ARTH Courses

**WORKING CONDITIONS**

The IAIA student must: adhere to appropriate professional standards of conduct and ethics, including confidentiality, integrity, and honesty; follow directives; adapt to changing work environment; cooperate and work respectfully with others; participate in meetings as required.

This job description does not list all the duties of the job. You may be asked by supervisor or manager to perform other assignments or duties. Management has the right to revise this job description.



**Evaluation Procedure(s) and Schedule:** Students will receive regular feedback from course faculty. Formal evaluations will be conducted within one week of the end of the employment period. Supervisors may use provided Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).