



Job Title: Art History Teaching Assistant
Hours per week: 15 hours maximum
Number of positions: 1
Length of Employment: August 21st – December 14th, 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).