



**Job Title:** Media Checkout Assistant  
**Hours per week:** 10-15 hours/week  
**Number of positions:** 3 Positions  
Must be available to work between the hours of 9 – 5 PM.

**Length of Employment:** August 19, 2019 - December 13, 2019  
(Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor:** Russel Stolins  
**Department Name & Code:** Academic Technology (184)  
**Location:** LTC Media Checkout  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508  
**Purpose/Role:** Responsible for assisting in the daily maintenance and order of the Academic Technology Equipment storage and check-out facility and classrooms. This person will serve in a variety of functions commensurate with the needs of their supervisor and faculty of the department.

**Job Description/Responsibilities:** Check in and out equipment with CheQRoom system, including but not limited to, video and still cameras, laptops, and other items. Maintain order of current equipment inventory including hardware and software. Assist classroom support of Macintosh hardware and software. These duties and responsibilities are essential to the role of this position.

**General Qualifications:** Organized and very good time management. Preferred, experience with film production equipment and maintenance. Have some knowledge of Mac computers and specialized software for Cinematic Arts and Technology, video and audio recorders, microphones and other film production equipment. Orderly, detail-oriented and good verbal/written communications skills.

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