



Job Title: ILS Research Assistant
Hours per week: 10 hours per week
Number of positions: 1
Length of Employment: August 20, 2019 – May 15, 2020
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor: Porter Swentzell

Department Name & Code: 173
Location: Indigenous Liberal Studies Department: Classrooms, Library, Science Lab
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: To assist ILS faculty in delivering course content

Job Description/Responsibilities: Provide research and administrative support for full time and guest faculty, including locating course materials, conducting library based research, copying and scanning, assisting full-time and guest faculty access and utilize on-campus resources, provide administrative and technical support to full time faculty and other tasks as may be requested by the Supervisor.

General Qualifications: Proven research capabilities
Ability to operate office technology, including distance learning programs
Ability to listen and understand work assignments
Ability to work independently

Evaluation Procedure(s) and Schedule: Supervisor will fill out and review with the student the Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).

