



Job Title: Student Success Center Assistant
Hours per week: Position 1: up to 15 (filled)
Position 2: up to 7
Number of positions: 2
Length of Employment: August 19, 2019 – May 15, 2019
(Note: Financial Aid eligibility must be met every semester)
Pay rate: \$8.00
Supervisor: Loyola Rankin
Department Name & Code: Student Success Center, Dept. #189
Location: Library & Technology Center (LTC) - Student Success Center
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: The mission of the Student Success Center (SSC) is to provide a welcoming place and provide services to support IAIA students. Financial Aid, Scholarship and Student Accounts are essential areas to support student success. SSC Assistant will assist the SSC Department in the day to day operation and support of SSC mission.

Job Description/Responsibilities:

- Provide administrative and program support for the staff of the Student Success Center in their duties and programming including, but not limited to photocopying, scanning, faxing, mailing, data entry, filing, research, and customer service.
- Assist in maintaining and cleaning SSC areas, equipment and utensils, including but not limited to SSC Kitchen, copy room, Resource Room, The Pantry, and Learning Lab.
- Support and abide by the IAIA Student Handbook and IAIA Financial Aid Work Study Manual policies.
- Required to understand and maintain “Confidentiality” regarding student records and any information gained under employment and maintain understanding of federal FERPA regulations.
- Assist the SSC staff with activities, tours, events, mail retrieval and delivery, and other duties as required while maintaining positive customer service attitude.

General Qualifications:

- Prior experience in an office environment as a member of a professional team.
- Communication both written and oral communication skills important.
- Proficiency with word processing, spreadsheet, and email software.
- Being on time and being willing to learn.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). Evaluation will occur the week prior to the end of semester.