



**Job Title:** Advancement Office Assistant  
**Hours per week:** **5-20 (variable and depending on student schedule)**  
**Number of positions:** 1  
**Length of Employment:** August 19, 2019 – May 15, 2020  
(Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor Name:** **Sandra Narvaez**  
**Method of Contact:** Email: [sandra.narvaez@iaia.edu](mailto:sandra.narvaez@iaia.edu) Phone: 505-424-2310  
**Department Name & Code:** 122  
**Location:** **Lloyd Kiva New Welcome Center, #102**  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

**Job Description/Responsibilities:** General office support, data entry in Raiser's Edge, Excel spreadsheets, minor design work, event support on or off campus.

**General Qualifications:** Proficiency in Microsoft Office, familiarity with databases preferred; reliability; good public contact skills.

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

