



Job Title:	Student Activity Assistant
Hours per Week:	15-20 Hours
Number of Positions:	1
Length of Employment:	August 27, 2019 – May 15, 2020 (Note: Financial Aid eligibility <u>must</u> be met every semester)
Pay Rate:	\$8.00 per hour
Supervisor:	Student Activities Coordinator, Melissa Peters
Department Name & Code:	Student Life - 141
Location:	CLE, Student Activities
Classification:	Institutional Work study (Student Worker)
Employer Name/Address:	IAIA, 83 Avan Nu Po Road, Santa Fe, NM 87508

PURPOSE/ROLE OF THE STUDENT WITHIN THE ORGANIZATION

The Student Activity Assistant is supervised by the Student Activity Coordinator and is responsible for the maintenance and check-out/in of recreation and sports equipment, soliciting student assistance in the plan, development and implementation of student activities and serves as the liaison between the activity staff and students.

JOB DUTIES/RESPONSIBILITIES & RELATIONSHIP TO PURPOSE/ROLE

- Check out and check in sports and recreation equipment
- Maintains the check-out log
- Assists in the design & posting of activity sign-up sheets
- Adheres to the equipment check out procedure
- Maintains the recreational & sports equipment in a clean and good working condition.
- Submit work orders to repair equipment to supervisor
- Provide assistance in planning activities
- Recruit students for intramural & extramural activities & teams.
- Assist in the maintenance of an updated inventory list of IAIA recreation/sports equipment.
- Interact with students in recreation, sports and social activities.
- Attend training in student leadership or any other workshops as assigned.
- Maintain in confidence information regarding students or staff.
- Responsible to manage time between school and work responsibilities.
- Attend regular activity staff meetings.
- Works within the policies of the Institute of American Indian Arts.
- Other duties as assigned.

GENERAL QUALIFICATIONS

- Full-time enrolled student for both the fall & spring semesters.
- Maintains a 2.0 GPA and in social good standing for each semester.
- Ability to interact positively with all levels and with all people and groups.
- Ability to resolve conflicts in a constructive manner.
- Ability to communicate clearly and effectively.

EVALUATION PROCEDURE & SCHEDULE

The Student Activity Assistant will submit an End of the Semester Report (fall & spring) and meet with the Student Activities Coordinator for a semester evaluation review.