



**Job Title:** Continuing Education Student Worker  
**Hours per week:** 20 hours  
**Number of positions:** 1  
**Length of Employment:** January 21, 2020 – May 15, 2020  
(Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor Name:** Jonathan Breaker  
**Method of Contact:** email: jbreaker@iaia.edu  
**Department Name & Code:** Continuing Education - 124  
**Location:** Continuing Education Office - 2<sup>nd</sup> Floor, Center for Lifelong Education (CLE Building)  
**Classification:** Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

The Continuing Education Student Worker will assist the Continuing Education Manager with office duties and logistical support to continuing education classes. The student worker will also assist in promotional and outreach efforts of the program.

**Job Description/Responsibilities:**

Office Duties and Coordination

- Help process and maintain record-keeping for program, including course sign-in sheets, manual registrations, and materials.
- Using customer service skills, respond to inquiries electronically, in-person and by phone.
- Maintain a call log for incoming messages.
- Maintain inventory of promotional materials and equipment.
- Work with appropriate departments to ensure the office needs and complete other office tasks as needed.

Support the logistics and delivery of Continuing Education classes

- Work with IAIA Security, Information and Technology and Facilities, to ensure appropriate access for instructors and students to courses. Ensure that course needs are met, including AV, set-up, and microphones.
- Ensure there is signage for courses with directions as needed.
- Follow-up with each course to distribute electronic class evaluation surveys and in-person where possible.
- Follow-up with each course to electronically distribute IAIA Digital Badges.
- Attend Continuing Education classes as needed to provide logistical and administrative support.

Assist with promotional and outreach efforts



- Design flyers and promotional materials for continuing education classes using Adobe In-Design and other design software.
- Assist to maintain an online social media presence for continuing education.
- Work with Student Life to post course flyers on-campus.
- Assemble materials for promotional in-house community and/or local events.
- Create and maintain an on-campus information board for Continuing Education.

**General Qualifications:**

**Knowledge/Experience**

- Working in an office setting.
- Customer Service Skills

**Skills/Abilities**

- Basic project management skills
- Basic design skills using design software
- Work with social media platforms and content development, including Facebook and Instagram

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