



**Job Title:** Academic Tech Assistant (ATA)  
**Hours per week:** 10-15  
**Number of positions:** 1  
**Length of Employment:** January 21, 2020 to May 8, 2020  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor:** Russel Stolins

**Department Name & Code:** Academic Technology (AT), 184  
**Location:** Academic Tech Director Office  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

Assists the Academic Tech staff with various technical tasks, including website creation for ePortfolio, review of Canvas courseware, development of training materials, and related tasks. Also may assist in classroom sessions, video recording of class sessions, workshops, and individual tutoring sessions.

**Job Description/Responsibilities:**

(Note: Training is provided for the tasks below)

- Review courses for adherence to navigation standards
- Audit Canvas use compliance in IAIA undergraduate courses
- Assist with the review of online courses for ADA accessibility compliance
- Assist faculty with specific Canvas and cloud storage tasks
- Convert instructional materials to machine-readable PDFs
- Setup Zoom online sessions and use of the Swivl robot to record class sessions
- Research and other tasks as assigned

**General Qualifications:**

- 3.0 Cumulative Grade Point Average
- Sophomore, Junior, or Senior, or with approval of Academic Technology staff and Retention Director
- Full time student
- Not on disciplinary or academic probation.
- Desire to learn and quick study with technical skills

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