Job Title: Office Assistant  
Hours per week: Up to 20 hours/week  
Number of positions: 2  
Length of Employment: January 21, 2020 – May 15, 2020  
(Note: Financial Aid eligibility must be met every semester)  
Pay rate: $8.00  
Supervisor Name: Angie Brown  
Department Name & Code: President’s Office 121  
Location: LKN  
Classification: Federal/State or Institutional Work-Study  
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508  

Purpose/Role: To provide general office assistance to the Office of the President with daily administrative/clerical tasks, research, internal/external outreach and recruitment tasks and provide campus tours.  

Job Description/Responsibilities:  
- Front office customer service  
- Answer telephones  
- Schedule and conduct campus tours  
- Assist with recruitment events and preparation  
- Support Executive Assistant to the President as needed  
- Daily office functions (coping, filing, faxing, scanning)  
- Assist with other administrative staff as needed  
- Internal/External Outreach  

The above-mentioned Job Duties/Responsibilities have been identified to directly assist the Office of the President.  

General Qualifications:  
- General knowledge of IAIA history, academic programs, and student services  
- Knowledge of the IAIA Campus  
- Prior experience in an office environment as a member of a professional team.  
- Basic knowledge of graphic design software, MS Word, and Excel  
- Professional phone etiquette  
- Personable and presentable  
- Punctual  
- Maintain 3.0 GPA  
- Maintain class attendance  

Interviews for these positions will take place August 26-29 by appointment. Please submit a resume and course schedule to angie.brown@iaia.edu. Selection for these positions is based solely on schedule availability M-F 8am-5pm.  

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