



**Job Title:** Office Assistant  
**Hours per week:** Up to 20 hours/week  
**Number of positions:** 2  
**Length of Employment:** January 21, 2020 – May15, 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 (copying, 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](mailto: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).