



**Job Title:** Facilities Assistant  
**Hours per week:** 20  
**Number of positions:** To Be Determined  
**Length of Employment:** January 21, 2020 – May 15, 2020  
(Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor Name:** Peter Romero  
**Method of Contact:** Phone – 424-2326  
**Department Name & Code:** Facilities - 196  
**Location:** Facilities Building  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Assists the Facilities Management team in all aspects of operations, maintenance, and repair of the IAIA campus, buildings, grounds, vehicles and equipment.

#### **Job Description/Responsibilities:**

- Assist the facilities dept with administrative tasks in the department office.
- Receive, log in, sort, and deliver mail and packages.
- Answer dept. phones and take appropriate messages for staff as needed.
- Take work orders and distribute to facilities staff as directed.
- Will be directed to complete work orders with less complex, un-skilled tasks.
- Will assist staff in special event set-up and tear down of tables, chairs, and tents
- Other duties as assigned

**General Qualifications:** Ability to lift 25 pounds, knowledge of campus software programs, ability to work inside and outside.

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