IAIA
INSTITUTE OF
AMERICAN INDIAN ARTS

Job Title:	Advancement Office Assistant
Hours per week:	**5-20 (variable and depending on student schedule)**
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:	**Sandra Narvaez**
Method of Contact:	**Email: sandra.narvaez@iaia.edu Phone: 505-424-2310**
Department Name & Code:	**122**
Location:	**Lloyd Kiva New Welcome Center, #102**
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

Job Description/Responsibilities: General office support, data entry in Raiser's Edge, Excel spreadsheets, minor design work, event support on or off campus.

General Qualifications: Proficiency in Microsoft Office, familiarity with databases preferred; reliability; good public contact skills.

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