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
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).