



**Job Title:** Museum Studies Departmental Assistant  
**Hours per week:** Up to 20 hrs per week (flexible), Monday through Friday (no weekends)  
**Number of positions:** 1  
**Length of Employment:** January 24-May 16, 2020  
(Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor Name:** Jessie Ryker-Crawford  
**Method of Contact:** Email: [jryker@iaia.edu](mailto:jryker@iaia.edu); Office: Science & Technology Building, Office #7  
**Department Name & Code:** Museum Studies Department #178  
**Location:** Science & Technology Building, Office #7  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

The student will be supporting the Museum Studies Department in its ongoing administrative functions, in the support of IAIA faculty, staff and students.

**Job Description/Responsibilities:**

The Museum Studies Departmental Assistant will assist in the daily operations of the Museum Studies Department during the duration of the academic semester; duties include filing, typing and data entry. On occasion, the Assistant will also assist faculty in other various functions of the Museum Studies Department. Part of this work study position is to assist the IAIA Archives to improve the organization and access to the Native Artist Files. This work will consist of reviewing each file for redundancy, culling extraneous copies, organization, some basic preservation, and adding materials to the files when appropriate.

**General Qualifications:**

The student must be able to use a Mac computer, file, type, and enter data, and be able to lift no more than 50 lbs. Occasional lengthy standing may be required but can be negotiated.

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