



Job Title: Technology Tutor
Hours per week: 10 – 15 h/week
Number of positions: 4-5
Length of Employment: August 17, 2020 – May 14, 2021
(Academic progress must be met every semester to continue)
Pay rate: \$8.00
Supervisor Name: Nami Okuzono
Method of Contact: nokuzono@iaia.edu
Department Name & Code: Academic Technology, 184
Location: Remote/Virtual
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

- Tutors students taking Tech 101 and other IAIA courses who are in need of technology assistance.
- Supports students with various technical tasks using essential IAIA systems such as Canvas, Empower, and Microsoft Office 365.
- Be accessible and present for students who drop by via Zoom online meeting.
- Accurately completes tutoring reports.
- Documents questions and technical problems for resolution by IAIA Academic Technology and Information Technology staff.

Job Description/Responsibilities:

- Assist students with technology to complete their assignments/various tasks
- Navigate in Calendly (our Scheduling system) and Zoom to conduct smooth tutoring sessions
- Proactively reach out to New Freshman students to offer technology assistance
- Support students/faculty/staff through various Academic Tech projects
- Serve as a TA in Tech 101 and LIBS 103 class sessions
(as student's course schedule permits – TA availability preferred)
- Tutor students how to use Canvas, including tasks such as:
 - Navigating Online Courses and their contents
 - Submission of assignments
 - Participation in online discussions
 - Locating assignment grades and feedback
- Tutor Tech 101 students in essential skills, such as:
 - File management
 - Word, Excel and PowerPoint skills
- Tutor LIBS 103 students in essential skills, such as:
 - Submitting assignments online
 - Creating their ePortfolio site with Portfolium and adding projects (artifact pages)

General Qualifications:

- 3.0 Cumulative Grade Point Average
- Sophomore, Junior, or Senior, or with approval of Academic Technology staff and Retention Director
- Full-time student
- Not on disciplinary or academic probation
- Desire to learn and quick study with technical skills

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