



Job Title: Facilities Assistant
Hours per week: 20
Number of positions: 6
Length of Employment: August 17, 2020 – May 14, 2021

(Academic progress must be met every semester to continue)

Pay rate: \$8.00
Supervisor Name: Phil Cooney
Method of Contact: pcooney@iaia.edu or 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. Must be Covid-19 free and adhere to all safety requirements including wearing a face covering and physical distancing.

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