



Job Title: ILS Mentor
Hours per week: 12 hours per week
Number of positions: 1
Length of Employment: Jan 18, 2022 – May 13, 2022
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$10.50
Supervisor: Frances Kay Holmes
Method of Contact: frances.holmes@iaia.edu
Department Name & Code: 173
Location: Indigenous Liberal Studies Department: Classrooms, Library
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: To oversee the Southeast Classroom (ILS-dedicated classroom) during the evening hours or at times of heavy study and provide assistant to users of that space. Significant amount of time will be spent addressing the organization issues of the room. Time will be spent scanning, organizing documents and potentially painting.

Job Description/Responsibilities: Oversee the Southeast Classroom in the Academic building on Monday-Thursday evenings from 6:00 PM to 9:00 PM. ILS Mentor must insure that students are respectful of the space and each other during these times while using the classroom. The ILS Mentor will provide assistance to users of the ILS classroom. The ILS is responsible for opening and closing the classroom at the beginning and end of the study period.

General Qualifications: ILS major in good academic standing. Sophomore or above
Ability to listen and understand work assignments
Ability to work independently

Evaluation Procedure(s) and Schedule: Supervisor will fill out and review with the student Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).