



**Job Title:** Media CheQRoom Assistant  
**Hours per week:** 13  
**Number of positions:** 2  
**Length of Employment:** August 17, 2020 – May 14, 2021  
(Academic progress must be met every semester to continue)

**Pay rate:** \$8.00  
**Supervisor Name:** Justin H Brierley  
**Method of Contact:** In person or email justin.brierley@iaia.edu  
**Department Name & Code:** 180  
**Location:** LTC building Media CheQRoom **on campus**  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Responsible for assisting in the daily maintenance and order of the equipment storage and check-out facility and classrooms. This person will serve in a variety of functions commensurate with the needs of their supervisor and faculty of the department.

**Job Description/Responsibilities:** Check in and out equipment with CheQRoom database, including but not limited to, video and still cameras, and other items. Maintain order of current equipment inventory including hardware and software. Assist classroom support of Macintosh hardware and software. These duties and responsibilities are essential to the role of this position.

**General Qualifications:** Organized and very good time management. Preferred, experience with film production equipment and maintenance. Mac computer knowledge, knowledge of video and audio equipment and interest in learning about video and audio equipment. Have some knowledge of Mac computers and specialized software for Cinematic Arts and Technology, video and audio recorders, microphones and other film production equipment. Orderly, detail-oriented and good verbal/written communications skills.

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