



**Job Title:** Museum Studies Departmental Assistant  
**Hours per week:** Up to 20 hours per week (flexible) online  
**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:** Jessie Ryker-Crawford  
**Method of Contact:** Email: jryker@iaia.edu  
**Department Name & Code:** Museum Studies Department #178  
**Location:** Online  
**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 and the Balzer Contemporary Edge Gallery 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 and the Balzer Contemporary Edge Gallery during the duration of the academic semester; duties include scanning documents, typing and data entry. On occasion, the Assistant will also assist faculty in other various functions of the Museum Studies Department, which includes faculty that teach Museum Studies, Art History, and Business & Entrepreneurship.

**General Qualifications:**

The student must have access to a reliable computer. Access to a scanner is helpful, but not required.

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