



Job Title: Office of Admissions/Recruitment Assistant
Hours per week: Up to 20 hours/week
Number of positions: 1
Length of Employment: August 17, 2020 – December 11, 2020
(Academic progress must be met every semester to continue)

Pay rate: \$8.00
Supervisor: Mary Silentwalker
Method of Contact: mary.silentwalker@iaia.edu
Department Name & Code: Office of Admissions/Recruitment #143
Location: **Virtual & In-Person**
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: To assist the OAR department with daily administrative, admissions, and recruitment tasks and provide campus tours. Represent IAIA and students in a positive and professional manner to prospective students, parents/families and tribal communities.

Job Description/Responsibilities:

- Answer telephones
- Schedule and conduct campus tours
- Assist with recruitment events and preparation
- Front office customer service
- Daily office functions (copies, filing, faxing)
- Livechat Agent
- Applicant follow up (email, phone, in person)

The above-mentioned Job Duties/Responsibilities have been identified to directly assist the OAR staff with daily administrative, admissions, and recruitment tasks.

General Qualifications:

- Outgoing and positive personality to provide customer service and campus tours.
- General knowledge of IAIA history, academic programs, and student services
- Prior experience in an office environment as a member of a professional team.
- Basic knowledge of MS Word, and Excel
- Professional phone etiquette
- Personable and presentable
- Punctual

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