



Job Title: Performing Arts Student Support
Hours per week: 18-20 hrs per week
Number of positions: 1
Length of Employment: AY2019-20: August 31, 2020 – December 11, 2020
(Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor Name: Dr. Sheila Rocha
Method of Contact: email: sheila.rocha@iaia.edu or office hours
Department Name & Code: Performing Arts – 179

Location: Virtual
Classification: Federal/State Work-Study or Institution
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: IAIA's Performing Arts department is committed to providing opportunities for our IAIA scholars to learn alongside industry professionals in an atmosphere that provides valuable resume-building experience. The virtual, on-line student worker will assist in public relations and recruitment activities with the ability to *work independently and meet deadlines.*

Job Description/Responsibilities:

Under regular guidance:

- ◆ Create Excel, Word & PDF documents
- ◆ Confidence to communicate professionally with schools and communities
- ◆ Access to reliable phone and internet service
- ◆ Maintain a professional demeanour as a representative of IAIA and the Performing Arts Department

General Qualifications:

- ◆ General knowledge of theater, music or film technology preferred
- ◆ Reliable and responsible
- ◆ Maintain a cumulative grade point average of 2.0 or higher
- ◆ Be at least a part-time student (6 credit hours)
- ◆ Familiarity with our IAIA community

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