



**Job Title:** Student Activity Assistant  
**Hours per week:** 10-20 hours  
**Number of positions:** 1  
**Length of Employment:** August 17, 2020 – May 14, 2021  
(Academic progress must be met every semester to continue)

**Pay rate:** \$8.00  
**Supervisor Name:** Student Activities Coordinator, Melissa Peters  
**Method of Contact:** E-mail: Melissa.peters@iaia.edu or call 424-2339

**Department Name & Code:** Student Life-141  
**Location:** CLE, Student Activities  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** The Student Activity Assistant is supervised by the Student Activity Coordinator and is responsible for the maintenance and check-out/in of recreation and sports equipment, soliciting student assistance in the plan, assist in the development and implementation of student activities and serves as the liaison between the activity staff and students

**Job Description/Responsibilities:**

- Maintains the check-out log/Check out and check in sports and recreation equipment and adheres to the equipment check out procedure
- Assists in posting of activity sign-up sheets and flyers
- Maintains the recreational & sports equipment in a clean and good working condition.
- Submit work orders to repair equipment to supervisor
- Assist in the maintenance of an updated inventory list of IAIA recreation/sports equipment.
- Interact with students in recreation, sports and social activities.
- Attend training in student leadership or any other workshops as assigned.
- Maintain in confidence information regarding students or staff.
- Responsible to manage time between school and work responsibilities.
- Attend regular activity staff meetings.
- Able to work evening hours until 8pm (possibly Saturdays)
- Knowledge of Zoom and other social media platforms
- Works within the policies of the Institute of American Indian Arts.
- Other duties as assigned.

**General Qualifications:**

- Full-time enrolled student for both the fall & spring semesters.
- Maintains a 2.0 GPA and in social good standing for each semester.
- Ability to interact positively with all levels and with all people and groups.
- Ability to resolve conflicts in a constructive manner.
- Ability to communicate clearly and effectively.

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