



Job Title: Academic Tech Assistant (ATA)
Hours per week: 10-15
Number of positions: 1
Length of Employment: August 17, 2020 to December 11, 2020
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor: Russel Stolins
Method of Contact: rstolins@iaia.edu

Department Name & Code: Academic Technology (AT), 184
Location: Virtual/Remote
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

Assists the Academic Tech staff with various technical tasks, including website creation for ePortfolio, review of Canvas courseware, development of training materials, and related tasks. Also may assist in classroom sessions, video recording of class sessions, workshops, and individual tutoring sessions.

Job Description/Responsibilities:

(Note: Training is provided for the tasks below)

- Assist with the testing and updates of knowledge-base articles
- Assist with the review of online courses for ADA accessibility compliance
- Assist faculty with specific Canvas, Zoom, and instant messaging task
- Convert instructional materials to machine-readable PDFs
- Assist faculty and students with Zoom
- Research and other tasks as assigned

General Qualifications:

- 3.0 Cumulative Grade Point Average
- Sophomore, Junior, or Senior, or with approval of Academic Technology staff and Retention Director
- Full time student
- Not on disciplinary or academic probation.
- Desire to learn and quick study with technical skills

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