



**Job Title:** Land Grant Assistant  
**Hours per week:** 20  
**Number of positions:** 1  
**Length of Employment:** September 21, 2020 – May 14, 2021  
(Academic progress must be met every semester to continue)

**Pay rate:** \$8.00  
**Supervisor Name:** Teresa Kaulaity Quintana  
**Supervisor Contact Info:** [Teresa.quintana@iaia.edu](mailto:Teresa.quintana@iaia.edu) 505-310-4111  
**Department Name & Code:** Land Grant Programs  
**Location:** CLE Land Grant Programs office  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** To assist in agricultural Land Grant Programs garden and greenhouse operations and projects including some office and research tasks.

**Job Description/Responsibilities:**

- Assist with assigned projects in the garden and greenhouse.
- Assist with cultivation, planting, fertilizing, and irrigation of garden, greenhouse, and orchard.
- Keep the tools, equipment, greenhouse, garden, and related areas operational and clean.
- Assist with additional agriculture project objectives requested.

**WORKING CONDITIONS:**

- Tasks are performed in varied external climates (vary from extreme cold to hot).
- Tasks are also performed in interior conditions (dust, fumes and/or particles).
- Duties require the ability to reach, stoop, bend and/or crawl.
- Duties require the ability to move and/or manoeuvre items weighing up to 50lbs.
- Duties require the ability stand for extended periods of time.
- Duties require the ability to safely use a wide range of gardening tools.
- Ability to complete all the physical dimensions and demands of the position.
- This job description does not list all the duties of the job.
- Incumbent may be asked by supervisors to perform other assignments or duties.

**General Qualifications:** Must be a current/continuing IAIA student for the Fall 2020 semester and in good standing. Must be able to complete the physical and location assignment demands of this position. Must comply with the safety and health procedures.

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