



Job Title: Performing Arts Research Support Assistant
Hours per week: 12
Number of positions: 1
Length of Employment: January 27, 2020 – May 14, 2021
(Academic progress must be met every semester to continue)

Pay rate: \$8.00
Supervisor Name: Sheila Rocha
Method of Contact: Email: sheila.rocha@iaia.edu
Department Name & Code: Performing Arts 179
Location: virtual
Classification: Institutional
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Research Support for performing arts faculty

Job Description/Responsibilities:

Performing Arts Research Support Assistant is responsible for supporting faculty/staff in researching tribal and Native communities and school; reaching out to contact and provide informational materials about the IAIA performing arts department.

**Due to current pandemic this position may be supervised remotely.*

General Qualifications:

- Ability to support faculty with research tasks and outreach communication
- Natural relationship builder
- Excellent written and verbal skills
- Organized systems thinker
- Exceptional communication skills
- Superior computer/internet skills
- Lay-out skills a plus
- Reliability and ability to work independently
- Flexible, ready for change
- Physical Demands: able to sit for extended period

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