



**Job Title:** ILS Research Assistant  
**Hours per week:** maximum 12hrs a week  
**Number of positions:** 2  
**Length of Employment:** March 1 - May 14, 2021  
(Academic progress must be met every semester to continue)

**Pay rate:** \$8.00  
**Supervisor Name:** Frances Kay Holmes  
**Method of Contact:** zoom & email; frances.holmes@iaia.edu  
**Department Name & Code:** Indigenous Liberal Studies  
**Location:** Online  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Department/Research Assistant

**Job Description/Responsibilities:**

Department/Research Assistant is responsible for assisting ILS department with basic research support while supporting faculty with basic research needs to augment future course content. Student will compile research findings to be submitted to ILS department.

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

**General Qualifications:**

- Excellent written and verbal skills
- Organized systems thinker
- Exceptional communication skills
- Flexible, ready for change
- Natural relationship builder
- Proficient with zoom
- Student with a great work ethic,
- Superior organizational skills
- good time management
- Capable of online research
- Physical Demands: able to sit, stand, type

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