



**Job Title:** CheQRoom assistant  
**Hours per week:** 15-20  
**Number of positions:** 2  
**Length of Employment:** January 31, 2022 – May 13, 2022  
(Academic progress must be met every semester to continue)

**Pay rate:** \$10.50  
**Supervisor Name:** Justin H Brierley  
**Method of Contact:** email: justin.brierley@iaia.edu  
**Department Name & Code:** 180  
**Location:** LTC Building  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Assist students, faculty, and staff with equipment checkouts as needed

**Job Description/Responsibilities:**

- Assist students, faculty, and staff with equipment checkouts
- Inspect, clean, and neatly store equipment in CheQRoom
- Report problems with equipment to CheQRoom supervisor

**General Qualifications:**

- Familiarity with Calendly Scheduler
- Ability to uphold and support studio/ classroom Covid precautions/ requirements
- Excellent written and verbal skills
- Organized systems thinker
- Exceptional communication skills
- Flexible, ready for change
- Natural relationship builder
- Physical Demands: able to sit, stand, ascend or descend ladders/stairs, and lifting and lowering 25lb.

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