



**Job Title:** Student Facilities Assistant  
**Hours per week:** 20  
**Number of positions:** 3  
**Length of Employment:** August 16, 2021 – May 13, 2022  
(Academic progress must be met every semester to continue)

**Pay rate:** \$10.50  
**Supervisor Name:** Philip Cooney  
**Method of Contact:** Email: pcooney@iaia.edu  
**Department Name & Code:** Facilities - 196  
**Location:** Facilities  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Assists the Facilities Management team in all aspects of operations, maintenance, and repair of the IAIA campus, buildings, grounds, vehicles and equipment.

- Assist the facilities dept with administrative tasks in the department office.
- Receive, log in, sort, and deliver mail.
- Answer dept. phones and take appropriate messages for staff as needed.
- Take work orders and distribute to facilities staff as directed.
- Will be directed to complete work orders with less complex, un-skilled tasks.
- Will assist staff in special event set-up and tear down of tables, chairs, and tents
- Other duties as assigned

### **Job Description/Responsibilities:**

#### **General Qualifications:**

- Must be a current IAIA student.
- Must be able to attend a regular, scheduled shift.
- Must be dependable and punctual.
- Must be able to interact with the IAIA family and the general public in a professional manner.
- Ability to lift up to 40 lbs.
- Prior experience in an office environment as a member of a professional team is helpful.
- Knowledge of the IAIA campus and staff.

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