



Job Title: Land Grant Assistant

Hours per week: 20

Number of positions: 6-8

Length of Employment: January 18 – May 13, 2022
(Academic progress must be met every semester to continue)

Pay rate: \$10.50

Supervisor Name: Teresa Kaulaity Quintana

Method of Contact: teresa.quintana@iaia.edu, 505-428-5943

Department Name & Code: Land-Grant 4931/04

Location: CLE Land-Grant 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:

Employees are required to assist with projects in the garden and greenhouse including cultivation, planting, fertilizing, irrigation of garden, greenhouse, and orchard, restoration projects, pollinator project. Assistants help keep the tools, equipment, greenhouse, garden, and related areas operational and clean. To assist with additional agriculture project objectives as requested. Attention to detail is a plus. Assistants should be able to work well alone or in a group and to take detailed instructions.

Working Conditions:

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

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).