



<b>Job Title:</b>	<b>Archives Assistant</b>
<b>Hours per week:</b>	Up to 15
<b>Number of positions:</b>	1
<b>Length of Employment:</b>	August 16, 2021 – May 13, 2022 (Academic progress <u>must</u> be met every semester to continue)
<b>Pay rate:</b>	\$10.50
<b>Supervisor Name:</b>	Ryan Flahive
<b>Method of Contact:</b>	email: rflahive@iaia.edu
<b>Department Name &amp; Code:</b>	Museum Studies Department #178
<b>Location:</b>	Library Sciences Building, Archives
<b>Classification:</b>	Federal/State or Institutional Work-Study
<b>Employer Name/Address:</b>	IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

The student will be supporting the IAIA Archives in its ongoing administrative functions.

*\*Due to current pandemic this position may be supervised remotely at times, or may require remote projects to be performed.*

**Job Description/Responsibilities:**

The Archives Assistant will assist the IAIA Archives to improve the organization and access to the Native Artist Files. This work will consist of reviewing each file for redundancy, culling extraneous copies, organization, some basic preservation, and adding materials to the files when appropriate.

**General Qualifications:**

- Some familiarity with Microsoft Excel
- 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).