



Job Title:	Museum Studies Departmental Assistant
Hours per week:	Up to 20
Number of positions:	1
Length of Employment:	August 16, 2021 – May 13, 2022 (Academic progress <u>must</u> be met every semester to continue)
Pay rate:	\$10.50
Supervisor Name:	Jessie Ryker-Crawford
Method of Contact:	email: jryker@iaia.edu
Department Name & Code:	Museum Studies Department #178
Location:	Science & Technology Building Office 7
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

The student will be supporting the Museum Studies Department in its ongoing administrative functions, in the support of IAIA faculty, staff and students. **Due to current pandemic this position may be supervised remotely at times, or may require remote projects to be performed.*

Job Description/Responsibilities:

The Museum Studies Departmental Assistant will assist in the daily operations of the Museum Studies Department during the duration of the academic semester; duties include filing, typing and data entry. On occasion, the Assistant will also assist faculty in other various functions of the Museum Studies Department which may include installing and/or deinstalling exhibits in the student gallery.

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).