



**Job Title:** Admissions & Student Success Center Assistant  
**Hours per week:** Up to 20 hours/week  
**Number of positions:** 2  
**Length of Employment:** August 16, 2021 – May 13, 2022  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$10.50  
**Supervisor:** Mary Silentwalker  
**Method of Contact:** [mary.silentwalker@iaia.edu](mailto:mary.silentwalker@iaia.edu) or 505-424-2307  
**Department Name & Code:** Office of Admissions/Recruitment #143 & #189  
**Location:** **In-Person (Admissions & Student Success Center)**  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** To assist the Admissions & Student Success Center with daily administrative items and provide campus tours. Represent IAIA and students in a positive and professional manner to prospective students, parents/families, IAIA students/faculty/staff and tribal communities.

**Job Description/Responsibilities:**

- Conduct campus tours
- Front office customer service- Admissions & Student Success Center
- Answer telephones
- Livechat Agent
- Daily office functions (copies, filing, faxing)
- Assist with Admissions events and student success center events and preparation
- Applicant follow up (email, phone, in person)
- Providing basic assistance for students in the Student Success Center

**General Qualifications:**

- Outgoing and positive personality to provide customer service and campus tours.
- Familiarity with IAIA website, academic programs, and student services
- Excellent written and verbal skills
- Exceptional communication skills
- Basic knowledge of MS Word, and Excel, outlook
- Flexible and adaptable work environment, 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).