



<b>Job Title:</b>	Office Assistant
<b>Hours per week:</b>	<b>20</b>
<b>Number of positions:</b>	<b>1</b>
<b>Length of Employment:</b>	August 16, 2021 – December 10, 2021 (Financial Aid eligibility <u>must</u> be met every semester)
<b>Pay rate:</b>	\$10.50
<b>Supervisor Name:</b>	<b>Sheila Rocha</b>
<b>Method of Contact:</b>	sheila.rocha@iaia.edu
<b>Department Name &amp; Code:</b>	<b>079</b>
<b>Location:</b>	<b>Performing Arts and Fitness Center</b>
<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:**  
Office assistant

**Job Description/Responsibilities:**

Student will serve as an assistant to Sheila Rocha and Jonah Winn-Lenetsky and will help out with various administrative needs in the department. They will assist in a variety of capacities and be called upon to help out with classes and shows when they are available. Nights and weekends may be necessary. A proficiency with computers, MS Word and Excel will be important.

**General Qualifications:**

A proficiency with computers, MS Word and Excel will be important. Also, a willingness to do a variety of tasks as needed for the department.

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