



<b>Job Title:</b>	<b>Fitness Activities Assistant</b>
<b>Hours per week:</b>	<b>20</b>
<b>Number of positions:</b>	<b>6</b>
<b>Length of Employment:</b>	January 18 – May 13, 2022 (Academic progress <u>must</u> be met every semester to continue)
<b>Pay rate:</b>	\$10.50
<b>Supervisor Name:</b>	<b>Robert Orozco</b>
<b>Method of Contact:</b>	<b>505-424-2306</b>
<b>Department Name &amp; Code:</b>	<b>186</b>
<b>Location:</b>	<b>Performing Arts Fitness Center (PAFC)</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:** Studio/ Classroom Assistant/monitor is responsible for general maintenance of the studio or classroom space and supporting faculty/students, as well as managing studio classroom hours including those when Faculty/ Staff supervisor is not present. \*

*\*Due to current pandemic this position may be supervised remotely.*

**Job Description/Responsibilities:** To open and close the PAFC, while providing coverage in the absence of the PAFC manager. Assisting in the maintenance and operations of running the Performing Arts Fitness Center.

### **Responsibilities:**

- Open/Close The PAFC
- Welcome Attendees/Check Student ID
- Obtain student information for equipment check-out
- Monitor Gymnasium
- Monitor Weight Room
- Clean Mirrors
- Sanitize/Wipe Machines Down
- Sweep/Mop Weight Room Floor
- Throw trash
- Making sure equipment is in the proper place before opening and closing

### **General Qualifications:**

- 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).