

<b>Job Title</b>	<b>Academic Tech Assistant</b>
<b>Hours per week</b>	10-15 h/week
<b>Number of positions</b>	4-5
<b>Length of Employment</b>	August 16, 2021 – May 13, 2022 (Academic progress and Financial Aid eligibility <u>must</u> be met every semester to continue)
<b>Pay rate</b>	10.50/hr
<b>Supervisor</b>	Tamara Johnson, tamara.johnson@iaia.edu
<b>Department Name &amp; Code</b>	Academic Technology (AT), <b>184</b>
<b>Location</b>	Choice of Remote/On-Campus
<b>Classification</b>	Federal/State or Institutional Work-Study
<b>Employer Name/Address</b>	IAIA 83 A Van Nu Po Road Santa Fe, NM 87508

Depending on the student schedule, location and need, this position may assume any of three different roles and tasks. Students who enjoy helping others with technology and learning about team collaboration tools will find this student worker job rewarding.

#### Purpose/Role

**Teaching Assistant** - Participate in Zoom class sessions as a teaching assistant; particularly for TECH 101 and LIBS 103. Assist faculty with tech-related tasks and assisting students. Help students master skills with Office 365 and Canvas.

**Tech Tutoring** - Be on-call to assist students and faculty with technology-related tasks. Examples include: using Canvas, using Office 365, formatting a document, uploading an assignment, recording desktop video for class presentations. Tutor students taking Tech 101 and other IAIA courses who are in need of technology assistance. (Training provided)

**Tech Assistant** - Assist Academic Tech staff with various technical and research tasks such as review and testing of training materials and researching new equipment. Help support faculty learning to use technology in their teaching.

#### Job Description/Responsibilities

- Assist students, faculty, and staff with technology to complete various tasks
- Have access to a high-speed Internet connection (if working remotely)
- Be on-time to shifts, or give timely notification if you must miss a shift

#### General Qualifications:

- 3.0 Cumulative Grade Point Average
- Sophomore, Junior, or Senior, or with approval of Academic Technology staff and Retention Director
- Full-time student
- Not on disciplinary or academic probation
- Desire to learn and quick study with technical skills
- Natural relationship builder
- Exceptional communication skills

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