



Job Title: Advancement Office Assistant
Hours per week: 5-20 hours
Number of positions: One
Length of Employment: August 16, 2021 – May 13, 2022
(Academic progress must be met every semester to continue)
Pay rate: \$10.50
Supervisor Name: Suzette Sherman
Method of Contact: Email Suzette.sherman@iaia.edu
Department Name & Code: 122
Location: Lloyd Kiva New Welcome Center, #102
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Assist with advancement projects and day-to-day activities related to fundraising, donor communications, donor database updates, mailings, list development, and other as needed. *

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

Job Description/Responsibilities: General office support, data entry in Raisers Edge, excel spreadsheets and mailing lists, minor design work, event support on and off campus, assistance with preparing mailings, and support maintenance of filing systems. Support donor communications and relations. Answering inquiries by phone, email, and mail.

General Qualifications:

- Ability to uphold and support Covid precautions/requirements
- Natural relationship builder; excellent public/guest service
- Proficiency in Microsoft Office; experience/familiarity with donor databases and MailChimp or other email marketing system preferred
- Exceptional communication skills; excellent written and verbal skills; typing
- Strong organizational skills
- Reliable; flexible and ready for change
- Physical Demands: able to sit, stand, ascend or descend ladders/stairs, and lifting and lowering 15lb.

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