



Job Title:	Student Activity Assistant
Hours per week:	15-20 hours
Number of positions:	1
Length of Employment:	August 16, 2021 – May 13, 2022 (Academic progress <u>must</u> be met every semester to continue)
Pay rate:	\$10.50
Supervisor Name:	Student Activities Coordinator, Melissa Peters
Method of Contact:	E-mail: Melissa.peters@iaia.edu
Department Name & Code:	Student Life-141
Location:	CLE, Student Activities
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: The Student Activity Assistant is supervised by the Student Activity Coordinator and is responsible for the maintenance and check-out/in of recreation and sports equipment, soliciting student assistance in the plan, assist in the development and implementation of student activities and serves as the liaison between the activity staff and students

Job Description/Responsibilities:

- Maintains the check-out log/Check out and check in sports and recreation equipment and adheres to the equipment check out procedure
- Assists in posting of activity sign-up sheets and flyers
- Maintains the recreational & sports equipment in a clean and good working condition.
- Submit work orders to repair equipment to supervisor
- Assist in the maintenance of an updated inventory list of IAIA recreation/sports equipment.
- Interact with students in recreation, sports and social activities.
- Attend training in student leadership or any other workshops as assigned.
- Maintain in confidence information regarding students or staff.
- Responsible to manage time between school and work responsibilities.
- Attend regular activity staff meetings.
- Able to work evening hours until 8pm (possibly Saturdays)
- Knowledge of Zoom and other social media platforms
- Works within the policies of the Institute of American Indian Arts.
- Other duties as assigned.

General Qualifications:

- Full-time enrolled student for both the fall & spring semesters.
- Maintains a 2.0 GPA and in social good standing for each semester.
- Ability to interact positively with all levels and with all people and groups.
- Ability to resolve conflicts in a constructive manner.
- Ability to communicate clearly and effectively.

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