



<b>Job Title:</b>	<b>Communication Assistant</b>
<b>Hours per week:</b>	5–10
<b>Number of positions:</b>	1
<b>Length of Employment:</b>	August 15, 2022–December 9, 2022 (Academic progress <u>must</u> be met every semester to continue)
<b>Pay rate:</b>	\$11.50/hr
<b>Supervisor:</b>	<b>Nicole Lawe</b>
<b>Contact:</b>	nicole.lawe@iaia.edu
<b>Department Name &amp; Code:</b>	Communications (123)
<b>Location:</b>	Center for Lifelong Education (CLE)
<b>Classification:</b>	<i>Federal/State or Institutional Work-Study</i>
<b>Employer Name/Address:</b>	83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

Assist Communications Department Writer and Social Media and Content Coordinator with various marketing tasks (including distributing promotional copy) and social networking tasks (including assisting with posts, engagement, and content creation).

**Job Description/Responsibilities/Abilities:**

Functions include posting and scheduling copy and content across various social networking platforms and media calendars. The Communications Assistant will spend time engaging with users and responding to messages. Other duties include content creation as needed with a heavy focus on TikTok, Instagram Reels, and Stories on Instagram and Facebook.

**General Qualifications:**

Strong writing and editing skills are recommended. This position requires experience with style guides, business writing, and an understanding and ability to use social media and other online platforms. Knowledge of content management, Adobe Suite, Microsoft Word, and basic photo and video editing is preferred. *The supervisor will conduct interviews for the position. (Interview does not mean that a student is automatically accepted for the position.)*

**Background Check:** Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.

**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). See: [iaia.edu/student-success-center/student-employment/](http://iaia.edu/student-success-center/student-employment/)