



**Job Title:** PAFC Fitness Assistant  
**Hours per week:** 40  
**Number of positions:** 6  
**Length of Employment:** August 15, 2022 – December 9, 2022  
(Academic progress must be met every semester to continue)  
**Pay rate:** \$11.50/hr  
**Supervisor:** Robert Orozco  
**Contact:** [robert.orozco@iaia.edu](mailto:robert.orozco@iaia.edu) / 505-4242306  
**Department Name & Code:** Academics 186  
**Location:** PAFC Building  
**Classification:** Institutional Work-Study  
**Employer Name/Address:** 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Being a team member working together creating a safe and clean environment for the iaia community. The Fitness Assistant will check ID's upon entering the PAFC building and request people to sign in.

**Job Description/Responsibilities/Abilities:**

Assistant to the PAFC Manager. The responsibilities of the Fitness Assistant will be to contribute to the operational activities within the PAFC.

- Checking student IDs
- Check out and return equipment
- Sweeping/mopping
- Cleaning the mirrors
- Wiping down all fitness equipment
- Throw the trash
- Making sure equipment is safely stored
- MUST BE ABLE TO LIFT 60LBS

**General Qualifications:**

- Self-motivated
- Team player
- Interest in physical fitness
- Promotes Gym culture and etiquette
- Knowledge of fitness equipment/exercises
- Works well with others
- Responsible
- Communicates well

**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/)