



Job Title: Land-Grant Assistant
Hours per week: 20
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 (*this is the NEW rate recently approved*)
Supervisor: Teresa K. Quintana
Contact: teresa.quintana@iaia.edu 505-428-5943
Department Name & Code: Land-Grant 4931
Location: IAIA Land-Grant garden, greenhouse, office & projects
Classification: *Institutional*
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: To assist in agricultural Land-Grant garden and greenhouse operations and projects including some office and research tasks.

Job Description/Responsibilities/Abilities:

- Assist with assigned projects in the garden, greenhouse, apiary, pollinator oasis, and restoration projects.
- Assist with cultivation, planting, fertilizing, and irrigation of garden, greenhouse, food preservation, and orchard.
- Keep the tools, equipment, greenhouse, garden, and related areas operational and clean.
- Assist with additional agriculture project objectives requested.

WORKING CONDITIONS:

- Tasks are performed in varied external climates (vary from extreme cold to hot).
- Tasks are also performed in interior conditions (dust, fumes and/or particles).
- Duties require the ability to reach, stoop, bend and/or crawl.
- Duties require the ability to move and/or manoeuvre items weighing up to 50lbs.
- This job description does not list all the duties of the job.
- Incumbent may be asked by supervisors to perform other assignments or duties.

General Qualifications:

- Creative problem solver
- Team player
- Good communication skills
- Physical Demands: able to sit, stand for long periods of time, and lift and lower 50lb or more
- The ability to safely use a wide range of gardening tools.
- Ability to complete all the physical dimensions and demands of the position.
- Knowledge of general office equipment



- Ability to work with limited supervision and often independently
- Ability to stay focused, on task, and always display a high level of professionalism
- Ability to work pro-actively and cooperatively with Staff, Faculty, and Students
- Must be able to balance work schedule and schoolwork

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/