



Job Title:	Office Assistant/Studio Monitor
Hours per week:	15-20
Number of positions:	1
Length of Employment:	August 15, 2022 – December 10, 2022 (Academic progress <u>must</u> be met every semester to continue)
Pay rate:	\$11.50
Supervisor:	Jonah Winn-Lenetsky
Contact:	Jonah.winn-lenetsky@iaia.edu
Department Name & Code:	079
Location:	Performing Arts & Fitness Center
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
Office Assistant

Job Description/Responsibilities/Abilities:

Student will serve as an assistant to Sheila Rocha and Jonah Winn-Lenetsky and will help out with various administrative needs in the department. They will also serve as a studio monitor for the dance studios and may be asked to help out with productions. They will assist in a variety of capacities and be called upon to help out with classes and shows when they are available. Nights and weekends may be necessary. A proficiency with computers, MS Word and Excel will be important.

General Qualifications:

A proficiency with computers, MS Word and Excel will be important. Also, a willingness to do a variety of tasks as needed for the department.

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/