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 must be met every semester to continue)

Pay rate: $11.50

Supervisor: Jonah Winn-Lenetsky

Contact: Jonah.winn-lenetsky@iaia.edu

Department Name & Code: Performing Arts & Fitness Center
079

Location: 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.