Job Title: Academic Dean’s Office Assistant
Hours per week: 20 hours per week
Number of positions: 2
Length of Employment: August 22, 2022 - December 9, 2022
Pay rate: $12.95
Supervisor: Delight Talawepi
Contact: delight.talawepi@iaia.edu – 505/424-2373
Department Name & Code: 171
Location: Academic Building
Classification: Institutional Work-Study
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
To assist the Dean, Assistant to the Academic Dean and Registrar in a variety of clerical and departmental support duties. Represent IAIA and students in a positive and professional manner with the Dean, directors, faculty, adjunct faculty, and current students.

Job Description/Responsibilities/Abilities:
• Assist faculty in class material preparation including btu not limited to copying, placing reserve books in the library, compiling class materials order lists
• Prepare new faculty office space with Assistant to the Dean including cleaning, computer and phone set-up, keys and equipment requested
• Prepare faculty mailboxes and maintain mailbox labels
• Help prepare classrooms for occupancy by helping to move, tables, chairs and equipment and reporting broken or depleted items to facilities and/ or the Assistant to the Dean
• Organize and maintain the copy/mail rooms and Faculty Resource Room
• Hang class cancelation and reschedule notice on classroom doors
• Work with Assistant to the Dean to distribute Student Evaluations
• File paperwork and conduct data entry of confidential financials and correspondence
• Run errands and make deliveries to various IAIA departments including mail
• Assist in labelling and stamping items to be mailed
• Assist in setting up and taking down academic events
• Assist with touring and wayfinding of academic department visitors
• Assist in storage cleaning
• Collaborate with Academic Leadership Team in creative problem-solving

General Qualifications:
• Ability to uphold and support studio/ classroom Covid precautions/ requirements
• Excellent written and verbal skills
• Organized systems thinker
• Exceptional communication skills
• Flexibility in changing duties
- Natural relationship builder
- Physical Demands: able to sit, stand, and lifting / lowering 50lbs.

**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/