



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 but 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 cancellation 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/