Job Title: CheQRoom Assistant
Hours per week: 15
Number of positions: 2
Length of Employment: August 15, 2022 – Dec. 9, 2022
(Academic progress must be met every semester to continue)
Pay rate: $11.50
Supervisor Name: Justin H Brierley
Method of Contact: email: justin.brierley@iaia.edu
Department Name & Code: 180/171
Location: LTC Building
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Assist students, faculty, and staff with equipment checkouts as needed

Job Description/Responsibilities/Abilities:
- Assist students, faculty, and staff with equipment checkouts
- Inspect, clean, and neatly store equipment in CheQRoom
- Report problems with equipment to CheQRoom supervisor

General Qualifications:
- Familiarity with Calendly Scheduler
- Ability to uphold and support studio/classroom Covid precautions/requirements
- Excellent written and verbal skills
- Organized systems thinker
- Exceptional communication skills
- Flexible, ready for change
- Natural relationship builder
- Physical Demands: able to sit, stand, ascend or descend ladders/stairs, and lifting and lowering 25lb.

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.