Job Title: Museum Studies Departmental Assistant

Hours per week: Up to 20

Number of positions: 1

Length of Employment: Aug. 15th, 2022- May 12th, 2023
( Academic progress must be met every semester to continue)

Pay rate: $11.50/hr

Supervisor: Mattie Reynolds

Contact: mattie.reynolds@iaia.edu, 505-424-2334

Department Name & Code: Museum Studies Department #178

Location: Academic Extension, Conservation Lab

Classification: Federal/State or Institutional Work-Study

Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
The student will be supporting the Museum Studies Department in its ongoing administrative functions, in the support of IAIA faculty, staff, and students.

Job Description/Responsibilities/Abilities:
The Museum Studies Departmental Assistant will assist in the daily operations of the Museum Studies Department during the duration of the academic semester; duties include filing, typing and data entry. On occasion, the Assistant will also assist faculty in other various functions of the Museum Studies Department which may include installing and/or deinstalling exhibits in the student gallery.

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.