



**Job Title:** CheQRoom Assistant  
**Hours per week:** 15  
**Number of positions:** 2  
**Length of Employment:** January 17 – May 12, 2023  
(Academic progress must be met every semester to continue)  
**Pay rate:** \$11.50 /hr  
**Supervisor:** Justin H Brierley  
**Contact:** justin.brierley@iaia.edu  
**Department Name & Code:** 180/171  
**Location:** LTC Building  
**Classification:** Federal, State or Institutional Work-Study  
**Employer Name/Address:** 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.

**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/](http://iaia.edu/student-success-center/student-employment/)