Job Title:	**Land-Grant Assistant**
Hours per week:	20
Number of positions:	12
Length of Employment:	January 17 – May 12, 2023
	(Academic progress <u>must</u> be met every semester to continue)

Pay rate:	$11.50/hr
Supervisor:	**Teresa K. Quintana**
Contact:	teresa.quintana@iaia.edu 505- 428-5943
Department Name & Code:	Land-Grant 4931
Location:	Land- Grant garden, greenhouse, apiary, office
Classification:	Institutional
Employer Name/Address:	83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
To assist in Land-Grant garden, greenhouse, apiary, restoration and pollinator oasis operations
and projects including office and research tasks.

Job Description/Responsibilities/Abilities:
Assist with assigned projects in the garden, greenhouse, apiary, pollinator oasis, and restoration projects.

• Assist with cultivation, planting, fertilizing, and irrigation of garden, greenhouse,
• and orchard.
• Assist with harvest and food preservation
• Keep the tools, equipment, greenhouse, garden, and related areas operational
• and clean.
• Assist with additional agriculture project objectives requested.
• Assist with office tasks and projects
• Assist with all projects

General Qualifications:
• Ability to complete all the physical dimensions and demands of the position.
• Creative problem solver
• Team player
• Good communication skills
• Physical Demands: able to sit, stand for long periods of time, and lift and lower 50lb or more
• Knowledge of general office equipment
• The ability to safely use a wide range of gardening tools.
• Ability to work with limited supervision and often independently

- Ability to stay focused, on task, and always display a high level of professionalism
- Ability to work pro-actively and cooperatively with Staff, Faculty, and Students
- Must be able to balance work schedule and schoolwork
- Must have attention to detail

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/