



**Job Title:** AIHEC and Production Assistant  
**Hours per week:** 15-20  
**Number of positions:** 1  
**Length of Employment:** January 17, 2023 – May 12, 2023  
(Academic progress must be met every semester to continue)  
**Pay rate:** \$11.50  
**Supervisor:** **Jonah Winn-Lenetsky**  
**Contact:** jonah.winn-lenetsky@iaia.edu  
**Department Name & Code:** 179  
**Location:** Performing Arts & Fitness Center  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**  
AIHEC Assistant and Production Assistant

**Job Description/Responsibilities/Abilities:**

Student will serve as a production assistant and help with performance in a variety of capacities. They will also help to coordinate and facilitate the One-Act competition for the AIHEC conference. They will assist in a variety of capacities and be called upon to help out with classes and shows when they are available. Nights and weekends may be necessary. A proficiency with computers, MS Word and Excel will be important.

**General Qualifications:**

A proficiency with computers, MS Word and Excel will be important. Also, a willingness to do a variety of tasks as needed for the department.

**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/)