



Job Title: President's Office Assistant
Hours per week: Up to 20 hours/week
Number of positions: 1
Length of Employment: January 23, 2023 – May 11, 2023
(Academic progress must be met every semester to continue)
Pay rate: \$11.50/hr
Supervisor Name: **Renee White**
Contact: renee.white@iaia.edu
Department Name & Code: President's Office 121
Location: Lloyd Kiva New Center
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: To provide general office assistance to the Office of the President with daily administrative/clerical tasks, research, internal/external outreach, recruitment tasks and provide campus tours.

Job Description/Responsibilities:

- Front office customer service
- Answer telephones
- Schedule and conduct campus tours
- Assist with recruitment events and preparation
- Support Executive Assistant to the President as needed
- Daily office functions (copies, filing, faxing)
- Assist with President and Marketing & Communication Director with research
- Internal/External Outreach

General Qualifications:

- Resume Required when applying
- Must be available for hours to be sometime within a Monday – Friday 9:00am-5:00pm work schedule
- Ability to uphold and support Covid precautions/requirements
- General knowledge of IAIA history, academic programs, and student services
- Knowledge of the IAIA Campus
- Prior experience in an office environment as a member of a professional team
- Basic knowledge of graphic design software, MS Word, and Excel
- Professional phone etiquette
- Personable and presentable
- Punctual
- Must maintain 3.0 GPA
- Must maintain good class attendance



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).