



Job Title:	Admissions & Student Success Center Assistant
Hours per week:	Up to 20 hours/week
Number of positions:	3
Length of Employment:	January 17 - May 13, 2023 (Note: Financial Aid eligibility <u>must</u> be met every semester)
Pay rate:	\$11.50
Supervisor:	Veronica Bustamante
Contact:	veronica.bustamante@iaia.edu or 505-424-2311
Department Name & Code:	Office of Admissions/Recruitment #143 & #189
Location:	In-Person (Admissions & Student Success Center)
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: To assist the Admissions & Student Success Center with daily administrative items and provide campus tours. Represent IAIA and students in a positive and professional manner to prospective students, parents/families, IAIA students/faculty/staff and tribal communities.

Job Description/Responsibilities:

- Conduct campus tours
- Front office customer service- Admissions & Student Success Center
- Answer telephones
- Live chat Agent
- Daily office functions (copies, filing, faxing)
- Assist with Admissions events and student success Center events and preparation
- Applicants follow up (email, phone, in person)
- Providing basic assistance for students in the Student Success Center

General Qualifications:

- Outgoing and positive personality to provide customer service and campus tours.
- Familiarity with IAIA website, academic programs, and student services
- Excellent written and verbal skills
- Exceptional communication skills
- Basic knowledge of MS Word, and Excel, outlook
- Flexible and adaptable work environment, 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. (Page 14). See: iaia.edu/student-success-center/student-employment/



Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).