



Job Title:	Facilities Assistant
Hours per week:	20
Number of positions:	1-3
Length of Employment:	January 17 – May 12, 2023 (Academic progress <u>must</u> be met every semester to continue)
,Pay rate:	\$11.50 per hour
Supervisor Name:	Philip Cooney
Contact:	pcooney@iaia.edu
Department Name & Code:	Facilities - 196
Location:	IAIA Campus
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Assists the Facilities Management team in all aspects of operations, maintenance, and repair of the IAIA campus, buildings, grounds, vehicles, and equipment.

- Assist the facilities dept with administrative tasks in the department office.
- Receive, log in, sort, and deliver mail.
- Answer dept. phones and take appropriate messages for staff as needed.
- Take work orders and distribute to facilities staff as directed.
- Will be directed to complete work orders with less complex, un-skilled tasks.
- Will assist staff in special event set-up and tear down of tables, chairs, and tents
- Other duties as assigned

Job Duties/Responsibilities/Abilities:

- Assists the Facilities Management team in all aspects of operations, maintenance, and repair of the IAIA campus, buildings, grounds, vehicles, and equipment.
- Pickup campus recycling and move to central storage bins.
- Empty interior and exterior trash bins, as directed.
- Assist the facilities dept with administrative tasks in the department office.
- Receive, log in, sort, and deliver packages and mail.
- Answer dept. phones and take appropriate messages for staff as needed.
- Complete work orders, as directed.
- Will be directed to complete work orders with less complex, un-skilled tasks.
- Will assist staff in special event set-up and tear down of tables, chairs, and tents
- Other duties as assigned

General Qualifications:

- Must be a current IAIA student.
- Must be able to attend a regular, scheduled shift.
- Must be dependable and punctual.
- Must be able to interact with the IAIA family and the general public in a professional manner.



- Ability to lift up to 40 lbs.
- Prior experience in an office environment as a member of a professional team is helpful.
- Knowledge of the IAIA campus and staff.

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/