IAIA
INSTITUTE OF
AMERICAN INDIAN ARTS

Job Title:	**Online Learning Assistant / Tech Tutor**
Hours per week:	10-15
Number of positions:	4
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:	**Tamara Johnson**
Contact:	tamara.johnson@iaia.edu
Department Name & Code:	Online Learning 184
Location:	Learning Lab, remote work
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
- **Tech Tutoring -** Be on-call to assist students and faculty with technology-related tasks. Examples include: using Canvas, using Office 365, formatting a document, uploading an assignment, recording desktop video for class presentations. Tutor students taking Tech 101 and other IAIA courses who are in need of technology assistance. (Training provided)
- **Teaching Assistant** - Participate in Zoom class sessions as a teaching assistant; particularly for TECH 101 and LIBS 103. Assist faculty with tech-related tasks and assisting students. Help students master skills with Office 365 and Canvas.
- **Tech Assistant** - Assist Academic Tech staff with various technical and research tasks such as review and testing of training materials and researching new equipment. Help support faculty learning to use technology in their teaching.

Job Description/Responsibilities/Abilities:
- Assist students, faculty, and staff with technology to complete various tasks
- Assist Online Learning team and IAIA instructors to ensure online learning content is ADA compliant (e.g. video captioning, conversion of readable PDFs)
- Assist Online Learning with research as needed
- Have access to a high-speed Internet connection (if working remotely)
- Be on-time to shifts, or give timely notification if you must miss a shift

General Qualifications:
- 3.0 Cumulative Grade Point Average
- Sophomore, Junior, or Senior, or with approval of Academic Technology staff and Retention Director
- Full-time student
- Not on disciplinary or academic probation
- Desire to learn and quick study with technical skills
- Natural relationship builder
- Exceptional communication skills
- Ability to work pro-actively and cooperatively with Staff, Faculty, and Students
- Must be available evenings and weekends

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/