IAIA
INSTITUTE OF AMERICAN INDIAN ARTS

Job Title: **Campus Pantry Assistant**
Hours per week: Up to 20 hours/week
Number of positions: 2
Length of Employment: January 17, 2023 – May 12, 2023
                                       (Note: Financial Aid eligibility <u>must</u> be met every semester)

Pay rate: $11.50
Supervisor: **Mary Silentwalker**
Contact: mary.silentwalker@iaia.edu
Department Name & Code: Student Success Center/Admissions
Location: In-Person (Student Success Center & Admissions)
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: To assist the Student Success Center and Admissions Office with maintenance of the IAIA Campus Pantry and Micro Pantries with daily administrative items and at times provide support to provide campus tours. Represent IAIA and students in a positive and professional manner to current students, faculty/staff and community.

Job Description/Responsibilities:
- Restock, organize and clean the Pantry and micro pantries across campus
- Create and disseminate fliers and signage
- Daily office functions (copies, filing, faxing)
- Maintain a clean pantry environment for student and families
- Assist with event planning and preparation promoting Hunger Free Campus Initiative such as Food & Community Nights, workshops and events
- Provide campus tour support for the Admissions Office

General Qualifications:
- Outgoing and positive personality to work in a team and customer service environment
- 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).