



Job Title:	SUB Assistant
Hours per week:	Up to 20 hours/week
Number of positions:	2
Length of Employment:	January 17 – May 12, 2023 (Note: Financial Aid eligibility <u>must</u> be met every semester)
Pay rate:	\$11.50
Supervisor:	Stephan Swimmer
Contact:	Stephan.swimmer@iaia.edu
Department Name & Code:	Student Success Center/Admissions
Location:	Student Union Building & Occasionally Fitness 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 Student Activities Department with maintenance of the IAIA SUB with daily administrative items and at times provide support with administrative duties. Represent IAIA and students in a positive and professional manner when working with current students, faculty/staff, and community.

Job Description/Responsibilities:

- Organize Activities Supply Room
- Check-out Student Activities equipment to students
- Create and disseminate flyers and signage
- Daily office functions (copies, filing, faxing)
- Maintain a safe, clean, welcoming SUB environment for IAIA community
- Assist with event planning and preparation
- Provide support for Fitness Center, as needed

General Qualifications:

- Outgoing and positive personality to work well with a team
- Provide an exceptional customer service environment
- Excellent written and verbal skills
- Exceptional communication skills
- Basic knowledge of MS Word, Excel, and 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).