



Job Title: MFA CW Seasonal Residency Assistant
Hours per week: Approx. 15 - 20 hours
Number of positions: 1
Length of Employment: Monday, May 8 – Friday, May 12
(Academic progress must be met every semester to continue)

Pay rate: \$11.50 /hr
Supervisor: Rachel Marquez
Contact: rachel.marquez@iaia.edu, work: 505-424-2349
Department Name & Code: MFA Creative Writing, 187
Location: On campus
Classification: Institutional Work-Study
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: The Residency Seasonal Assistant will help with the implementation of programming & logistical support for our May Graduation Residency. This position will entail assisting the MFA CW staff and faculty in implementing the programming for the Grad Residency, which will take place on the IAIA campus, as well as other sites throughout Santa Fe, during the week of Monday, May 8 through Friday, May 12. Compensation will be \$11.50 per hour. This position is not to exceed 40 hours for the week. The following are some of the expected duties, although, given the dynamic nature of our programming for the week, there will be other tasks we'll need to address as situations develop.

Job Description/Responsibilities/Abilities:

Communications

- Be in constant contact with MFA CW team throughout the week.
- Help coordinate communications with program participants.
- Communicate with guest speakers and other external participants.

Photography

- Take candid photos of residency participants and visiting lectures during the program.
- Assist with determining which photos to post to social media.
- Take group photo.

Logistics, Event Set / Break Down & Tech Support

- Assist with preparing rooms for meetings, including media / Zoom setup & room configuration.
- Help in orienting participants around campus.
- Organize materials to be distributed during the residency & hooding ceremony.
- Assist in guiding participants to meals & breakout sessions.
- Coordinate with other assistants to address participants' logistical needs.
- Assist in student reading event set up & break down.
- Transport visiting lecturers to and from the Santa Fe airport as well as the Hotel Santa Fe.
- Take candid pictures of participants and visiting lecturers during the program.
- Other duties as assigned.

The ideal candidate will be flexible, tech-savvy, have an interest in photography and proactive in



problem solving. **This position will require evening work & ability to drive a 5 passenger vehicle.**

General Qualifications:

- Creative problem solver
- Team player
- Good communication skills
- Basic photography skills
- Zoom and tech troubleshooting skills
- New Mexico driver's license and ability to drive visitors to / from airport / hotel
- Ability to work with limited supervision and often independently
- Ability to stay on task, and always display a high level of professionalism
- Ability to work pro-actively and cooperatively with Staff, Faculty, and Students

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/