



**Job Title:** Academic Tech Assistant (ATA)  
**Hours per week:** 10-20  
**Number of positions:** 2  
**Length of Employment:** January 17, 2017 – May 12, 2017  
**Pay rate:** \$7.50 per hour  
**Supervisor:** Russel Stolins

**Department Name & Code:** Academic Technology (AT) 184  
**Location:** Learning Lab and Staff Offices  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

Assists the Academic Tech staff with various technical tasks, including website creation for ePortfolio, review of Blackboard courseware, development of training materials, and related tasks. Also may assist in classroom sessions, video recording of class sessions, workshops, and individual tutoring sessions.

**Job Description/Responsibilities:**

- Equipment Room:
  - Assist with inventory evaluation and documentation
  - Help test new inventory database system
  - Record condition of equipment in writing and via photographs
  - Assist equipment room manager with additional tasks
- ePortfolio:
  - Set up new student ePortfolio websites
  - Assist with maintenance of existing websites
  - Help document procedures for these tasks
- Blackboard:
  - Review courses for adherence to navigation standards
  - Chart compliance in Excel
  - Assist with the review of online courses for ADA accessibility compliance
  - Assist faculty with specific Blackboard tasks

**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

**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).