



Job Title: Facilities Dept. Student Worker, Spring 2017
Hours per week: Up to 20 hours
Number of positions: 3
Length of Employment: January 17, 2017 – May 12, 2017
Pay rate: \$7.50 per hour
Supervisor: Phil Cooney

Department Name & Code: Facilities - 196
Location: Facilities Building, Campus
Classification: Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

- Student workers play an integral role in the delivery of services and operations to the entire campus.

Job Description/Responsibilities:

- Assists the Facilities Management team in all aspects of operations, maintenance, and repair of the IAIA campus, buildings, grounds, vehicles and equipment.
- Pickup campus recycling and move to central storage bins.
- Empty interior and exterior trash bins, as directed.
- Assist the facilities dept with administrative tasks in the department office.
- Receive, log in, sort, and deliver packages and mail.
- Answer dept. phones and take appropriate messages for staff as needed.
- Take work orders and distribute to facilities staff as directed.
- Will be directed to complete work orders with less complex, un-skilled tasks.
- Will assist staff in special event set-up and tear down of tables, chairs, and tents
- Other duties as assigned

Working Conditions:

- 35% outside work, mostly travel between buildings. May occasionally be exposed to outside environmental heat during the summer and cold temperatures during the winter months. May be asked to lift 50lbs on occasion. This job description does not list all the duties of the job. You may be asked by supervisor or manager to perform other assignments or duties. Management has the right to revise this job description.

General Qualifications:

- Must be a current IAIA student taking at least 6 credit hours at IAIA.
- Ability to lift up to 40 lbs.
- Prior experience in an office environment as a member of a professional team is helpful.
- Knowledge of the IAIA campus and staff.

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