



Job Title: ILS Mentor (1)
Hours per week: 15 hours per week maximum
Number of positions: 1
Length of Employment: January 17, 2017 – May 12, 2017
Pay rate: \$7.50 per hour (IAIA Work Study Manual for Students, p. 8)
Supervisor: Porter Swentzell, Assistant Professor, ILS Dept

Department Name & Code: Indigenous Liberal Studies (ILS); 173
Location: Indigenous Liberal Studies Department: Classrooms, Library
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: To oversee the Southeast Classroom (ILS-dedicated classroom) during the evening hours at times of heavy study.

Job Description/Responsibilities:

Oversee the Southeast Classroom in the Academic building on Sunday-Thursday evenings from 6:00 PM to 9:00 PM. ILS Mentor must insure that students are respectful of the space and each other during these times while using the classroom. The ILS Mentor is responsible for opening and closing the classroom at the beginning and end of the study period.

REQUIRED EXPERIENCE AND EDUCATION

ILS major in good academic standing. Sophomore or above.

ESSENTIAL POSITION FUNCTIONS

Oversee the Southeast Classroom in the Academic building on Sunday-Thursday evenings from 6:00 PM to 9:00 PM.

Insure that students are respectful of the space and each other during these times while using the Southeast Classroom.

Responsible for opening and closing the classroom at the beginning and end of the study period.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to listen and understand work assignments
Ability to work independently

WORKING CONDITIONS

The IAIA student must: adhere to appropriate professional standards of conduct and ethics, including confidentiality, integrity, and honesty; follow directives; adapt to changing work environment; cooperate and work respectfully with others; participate in meetings as required.

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.

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