



INSTITUTE OF AMERICAN INDIAN ARTS

Job Title: Office of Admissions & Recruitment (OAR) Assistant (2 Positions)

Classification: Federal/State or Institutional Work Study

Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Department Name & Code: Office of Admissions & Recruitment / #143

Location: Welcome Center- Office of Admissions & Recruitment

Supervisor Name: Mary Curley, Director OAR

(Please contact Jonathan Breaker, Assistant Director OAR - phone: 505-424-2307, jbreaker@iaia.edu)

Purpose/Role of the Student's Position within the Organization: To assist the OAR department with daily administrative, clerical, admissions, and recruitment tasks and provide campus tours.

Job Duties/Responsibilities & Relationship to Purpose/Role:

- Answer telephones
- Assist office to organize and conduct campus tours
- Assist with recruitment events and preparation
- Front office customer service
- Daily office functions (copies, filing, faxing)

The above mentioned Job Duties/Responsibilities have been identified to directly assist the OAR staff with daily administrative, clerical, admissions, and recruitment tasks.

Pay Rate: \$7.50 (IAIA Work Study Manual for Students, page 7)

General Qualifications:

- General knowledge of IAIA history, academic programs, and student services
- Prior experience in an office environment as a member of a professional team.
- Basic knowledge of graphic design software, MS Word, and Excel
- Customer service skills
- Personable and presentable
- Punctual

Length of Employment: August 15 – December 9, 2016

Evaluation Procedure(s) and Schedule: Performance Evaluation form provided in IAIA Work Study Manual for Students (page 11).