



Job Title: Advancement Office Assistant (2 Positions)

Classification: Federal/State Work Study or Institutional Work Study (Student Worker)

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

Department Name & Department Code: Institutional Advancement (122)

Location: Lloyd Kiva New Welcome Center

Supervisor Name: Gracie Schild

Purpose/Role of the Student's Position within the Organization: Office assistance to support institutional fundraising

Job Duties/Responsibilities & Relationship to Purpose/Role: General office support, data entry in Raiser's Edge, Excel spreadsheets, minor design work, event support on or off campus.

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

General Qualifications: Proficiency in Microsoft Office, familiarity with databases preferred; reliability; good public contact skills.

Length of Employment: August 15, 2016 thru December 9, 2016 (Fall);
Student must reapply every semester. Financial Aid eligibility must be met every semester.

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