



**Job Title:** SSC Retention Assistant

**Hours per week:** 10-20 hours/week

**Number of positions:** 1

**Length of Employment:** January 17, 2017 – May 12, 2017

**Pay rate:** \$7.50 per hour

**Supervisor:** Nicole Lovato, Retention Specialist

**Department Name & Code:** Student Success Center, 189

**Location:** Student Success Center

**Classification:** Federal/State or Institutional Work-Study

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

**Purpose/Role:**

The mission of the Student Success Center (SSC) is to provide a welcoming place and provide services to support IAIA students. Retention programs - including Learning Lab, Academic Advising, Mentoring, Orientation, Talking Circle, etc. - are essential programs supporting student success at IAIA. The SSC Assistant will assist the SSC Department's Retention Director and Retention Specialist in the day to day operation and support of SSC mission.

**Job Description/Responsibilities:**

- Provide administrative and program support for Retention Programs staff.
- Provide general administrative support, including, but not limited to online research, photocopying, scanning, faxing, mailing, data entry, filing, and customer service.
- Oversee the weekly implementation of Talking Circle, including creation of campus announcements, select menus for each week, shopping for ingredients, preparing the meal, and facilitation both dinner conversation and Talking Circle.
- Create web-based resource pages in Blackboard and other platforms
- Support and abide by the IAIA Student Handbook and IAIA Financial Aid Work Study Manual policies.
- Clearly understand and maintain "Confidentiality" regarding student records and maintain understanding of federal FERPA regulations.
- Assist the SSC staff with activities, events and other duties as needed.
- Serve as a greeter: Meet students and general public in a positive manner and reflect the mission and values of IAIA.
- Run campus errands such as delivering mail
- Kitchen upkeep: Maintaining a clean and organized kitchen

**General Qualifications:**

- Prior experience in an office environment as a member of a professional team.
- Strong written and oral communication skills.
- Proficiency with word processing, spreadsheet and email software.
- Familiarity with Blackboard and graphic design skills preferred.
- Being on time and being willing to learn.

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