



Job Title:	Art History Assistant
Hours per week:	No more than 15 hours
Number of positions:	1
Length of Employment:	January 18, 2017 – May 12, 2017
Pay rate:	\$7.50 per hour
Supervisor:	Lara Evans, Art History Faculty
Department Name & Code:	Museum Studies Program, 178
Location:	Science & Technology Bldg, Office #6, 505-424-2389
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

To support the Art History faculty in the continuing needs of the Art History degree, its courses and full-time and adjunct faculty, and the Artist-in-Residence Program.

Job Description/Responsibilities:

Printing, scanning, preparation of PDF files, filing, support of student internship implementation, data entry, Excel, library research, assist with Artist-in-Residence clerical support, assist with Artist-in-Residence events, and other projects as required.

General Qualifications:

Good typing and office skills, must be extremely dependable and on time for scheduled work hours.

Application Process:

In order to apply to this position, the student must furnish a resume, their work-study paperwork and a print-out of their course schedule. Please bring these to Lara Evans to begin the interview process.

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