



Job Title: Student Success Center Assistant
Hours per week: 20
Number of positions: 1
Length of Employment: January 17, 2017 – May 12, 2017
Pay rate: \$7.50 per hour
Supervisor: Leah Boss

Department Name & Code: SSC Student Accts & Financial Aid, 143
Location: Library & Technology Center – Student Success Center
Classification: Federal or State 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. Financial Aid, Scholarship and Student Accounts are essential areas to support student success. SSC Assistant will assist the SSC Department in the day to day operation and support of SSC mission.

Job Description/Responsibilities:

- Provide administrative support for the Financial Aid, Student Accounts and other SSC staff.
- Provide general administrative support, including, but not limited to photocopying, scanning, faxing, mailing, data entry, filing and customer service.
- Assist in maintaining SSC areas, equipment and utensils, including but not limited to SSC Kitchen, copy room and Dual-Credit Study Area.
- Assist students, prospective students and IAIA visitors to become familiar with IAIA campus and resources.
- Support and abide by the IAIA Student Handbook and IAIA Financial Aid Work Study Manual policies.
- Required to understand and maintain “Confidentiality” regarding student records.
- Assist the SSC staff with activities, events and other duties as required.

General Qualifications:

- Prior experience in an office environment as a member of a professional team.
- Communication both written and oral communication skills important.
- Proficiency with word processing, spreadsheet and email software.
- Being on time and being willing to learn.

WORKING CONDITIONS

- 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 (page 14).