



INSTITUTE of
AMERICAN INDIAN ARTS

Job Title: Academic Technology Media Checkout & Lab assistant

Number of Positions: 3 Positions (10 hours per position each week) Must be available to work between the hours of 9 – 6 PM. Student Applicants must bring a copy of their current course schedule.

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: Academic Technology and Distance Learning (184)

Location: LTC Media Checkout

Supervisor Name: Stephen Fadden

Purpose/Role of the Student's Position within the Organization: The **Academic Technology Media Checkout & Lab Assistant** is responsible for assisting in the daily maintenance and order of the Academic Technology Equipment storage and check-out facility and classrooms. This person will serve in a variety of functions commensurate with the needs of their supervisor and faculty of the department.

Job Duties/Responsibilities & Relationship to Purpose/Role: Check in and out equipment with Filemaker Pro database, including but not limited to, video and still cameras, laptops, and other items. Maintain order of current equipment inventory including hardware and software. Assist classroom support of Macintosh hardware and software. These duties and responsibilities are essential to the role of this position.

Pay Rate: \$7.50 per hour
Evening or weekend availability may be required.



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General Qualifications:

REQUIRED EXPERIENCE AND EDUCATION

Organized and very good time management.

Preferred, experience with film production equipment and maintenance.

Mac computer knowledge, knowledge of video and audio equipment and interest in learning about video and audio equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Have some knowledge of Mac computers and specialized software for Cinematic Arts and Technology, video and audio recorders, microphones and other film production equipment. Orderly, detail-oriented and good verbal/written communications skills.

Length of Employment: August 15, 2016 thru December 9, 2016 (Fall);

Evaluation Procedure(s) and Schedule: Performance Evaluation form provided in IAIA Work Study Manual for Students (page 11). Evaluations will be completed during the last week of each period of employment.