

**Job Title: MoCNA Student Worker**

**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: Museum**

**Location:** 108 Cathedral Place

**Supervisor Name:** Patsy Phillips

**Purpose/Role of the Student's Position within the Organization:** Student Worker assigned to supporting Volunteer and Docent Program.

**Job Duties/Responsibilities & Relationship to Purpose/Role:**

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

**General Qualifications:** Conduct very high quality and thorough research for docent and volunteer program to make available for the museum and participants. Worker will help with establishing the Membership/Docent Program and educational programs organize meetings, schedules, tours and reading materials. Demonstrate professional on-line social media presence for MoCNA and MoCNA-supported events for both volunteers/docents and the public. Learn institutional procedures for planning for museum volunteers and docents through implementation. Worker should conduct weekly tours and plan for other duties assigned. 15 hours a week.

**Length of Employment:** August 22, 2016 thru December 9, 2016 (Fall);  
January 17, 2017 thru May 12, 2017 (Spring)

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