



Job Title: Technology Tutor (TT)
Hours per week: 10-20
Number of positions: 2
Length of Employment: January 17, 2017 – May 12, 2017
Pay rate: \$7.50 per hour
Supervisor: Russel Stolins

Department Name & Code: Academic Technology (AT) 184
Location: Learning Lab
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

Tutors students taking Tech 101 and other IAIA courses. Supports students, faculty, and staff with various technical tasks using essential IAIA systems such as Blackboard, Empower, and email. Accurately completes tutoring reports. Documents questions and technical problems for resolution by IAIA Academic Technology and Information Technology staff.

Job Description/Responsibilities:

Essential Functions

- Assist students, faculty and staff.
- Tutor students how to use Blackboard, including tasks such as:
 - Submission of assignments
 - Participation in online discussions
 - Downloading course materials
 - Locating assignment grades and feedback
- Tutor Tech 101 students in essential skills, such as:
 - File management
 - Word, Excel and PowerPoint skills
 - Following textbook instructions
- Tutor LIBS 104 students in essential skills, such as:
 - Creating new web pages
 - Uploading images
 - Using templates to write reflections
- Tutor students in additional skills using IAIA email such as:
 - Using IAIA email (Office365)
 - Adding an IAIA email account to the student's smart phone
 - Forwarding IAIA email to a personal email account
 - Using IAIA cloud storage (OneDrive)
- Tutor students in common tasks using Empower, such as:
 - Finding grades
 - Looking up financial information

General Qualifications:

- 3.0 Cumulative Grade Point Average
- Sophomore, Junior, or Senior, or with approval of Academic Technology staff and Retention Director
- Full time student
- Class schedule compatible with staffing tech tutoring during Learning Center hours
- Not on disciplinary or academic probation.
- Attend 3 hours of tutor training sessions the first half of the term

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