IAIA
INSTITUTE OF
AMERICAN INDIAN ARTS

Job Title:	Website Assistant
Hours per week:	5–10
Number of positions:	1
Length of Employment:	January 17, 2017–May 12, 2017
Pay rate:	$7.50
Supervisor:	Jason S. Ordaz
Department Name & Code:	Marketing and Communications (123)
Location:	Student Success Center
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	IAIA, 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

Assist the IAIA Webmaster with additions, revisions, and content creation on the IAIA website by using WordPress backend and Elegant Themes Divi Builder.

Job Description/Responsibilities:

Functions include creating copy for news and events web pages in Microsoft Word (useful for editorial vetting process). The website assistant will learn how to create and modify content in the Elegant Themes Divi Builder. Other duties as necessary as related to website content creation and management. Post updates to the IAIA Facebook page and tag people in posts and photographs.

Additional duties include research and find marketing avenues of similar tribal colleges and maintain contact list for the Marketing Director.

General Qualifications:

Must be proficient with WordPress and general web standards (HTML and CSS). Strong writing and editing skills are recommended. This position requires experience with style guides, business writing, and online editing. Knowledge of Microsoft Office and web content management is preferred.

Supervisor will conduct interview for the position. (Interview does not mean that student is automatically accepted for the position.)

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