



Job Title: Business Program Assistant
Hours per week: 4-8, varies
Number of positions: 1
Length of Employment: January 17, 2017 – May 12, 2017
Pay rate: \$7.50 per hour
Supervisor: Ellen Shapiro/Stephen Fadden

Department Name & Code: Business & Entrepreneurship, 184
Location: On campus
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
Assist with needs for Business Department

Job Description/Responsibilities:

- Support and brainstorming for growing the business program
- Assistance with researching additional scholarship and internship opportunities for the business students/program
- Set up and take down of Swivl camera for classroom recording
- Assisting adjunct faculty with uploading Swivl videos
- Assistance with classroom tech needs regarding instruction & student presentations
- Assistance with putting up flyers about Business Department events & other marketing needs
- Event assistance with luncheons & other events

General Qualifications:

- Competency in the technologies we use
- Use of Swivl camera, interfacing with Ipad; Classroom projectors and Macs;
- Interest in business and ideally some experience in a business
- Research skills
- Time management skills
- Responsible, Organized

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