

Job Title: IAIA Continuing Education Office Assistant
Hours per week: 20
Number of positions: 1
Length of Employment: January 17, 2017 thru May 12, 2017 (Spring)
Pay rate: \$7.50 per hour
Supervisor Name: Joannie Romero, Manager

Department Name & Code: Continuing Education, 4840
Location: Center for Lifelong Education- Continuing Education Office
Classification: Federal/State or Institutional Work Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role of the Student's Position within the Organization: The Continuing Education program, based at The Institute of American Indian Arts, is looking for a highly motivated individual to support our program. This is an ideal position for an individual who wants to work and learn in an administrative setting to assist with clerical duties as well as to research challenges hindering Native American Middle and High school student to improve the pathway for students who may never consider college an option. The duties will range across several projects study related administrative tasks related to the IAIA College & Career Readiness Program, developing Continuing Education certificates, managing the database for CEU's issued, assisting with daily correspondence, as well as with providing administrative support as needed at the designated College & Career Readiness Program sites, and other tasks as assigned.

Job Duties/Responsibilities & Relationship to Purpose/Role:

- Assist with day to day clerical needs of the IAIA Continuing Education Office and the College & Career Readiness Program including filing, printing, stuffing envelopes, typing, etc. as well as any other administrative related tasks.
- Print all materials evaluations for IAIA Continuing Education and College & Career Readiness Workshops and other trainings.
- Complete special projects as assigned by the CE Manager and study leadership
- Create summaries and data tables as requested CE Manager.
- Perform literature searches utilizing diverse literatures databases.
- Support the preparation of study materials, and training materials for the IAIA College & Career Readiness Program.
- The above covers the most significant responsibilities of the position. It does not, however, exclude other duties, which would be in conformity with the level of the position.

General Qualifications:

- Must have excellent writing skills.
- Must have excellent communication skills, attention to detail, organizational skills, and be an independent performer with the ability to follow directions.
- Must be able to maintain and sustain confidentiality at all times.



- Must be professional, resourceful, proactive, collaborative, conscientious and results-oriented individual.
- Must have an optimistic and positive demeanor, excellent oral and written communication skills, good intuition and ability to adapt to changing priorities and display good, sound judgment with a sense of humor.
- Must be motivated to learn and flexible to change.
- Computer literacy required; Windows 10 and/or Mac OSX

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