



Job Title: Academic Department Assistant
Hours per week: 12-20
Number of positions: 1
Length of Employment: January 23, 2017 – May 12, 2017
Pay rate: \$7.50 per hour
Supervisor: Delight Talawepi, Assistant to the Academic Dean

Department Name & Code: Academics / #171
Location: Academic Building – Dean's Office
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

To assist the Academic department and Registrar with daily administrative duties.

Job Description/Responsibilities:

- Assist Registrar with graduation, general mailing, filing and campus errands.
- Assist Assistant to the Dean and Assistant to the Faculty in general day to day functions.
- Course evaluation distribution.
- Daily office functions include the following: generate copies, filing, faxing, and campus errands. May be asked to conduct additional duties as they arise within the scope of administrative work.

The above mentioned Job Duties/Responsibilities have been identified to directly assist the Academic staff with daily administrative tasks.

General Qualifications:

- General knowledge of IAIA history, academic programs, and student services
- Prior experience in an office environment as a member of a professional team.
- Basic knowledge of graphic design software, MS Word, and Excel
- Professional phone etiquette
- Personable and presentable
- Punctual

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