



**Job Title:** Fitness Center Receptionist  
**Hours per week:** up to 20 per week  
**Number of positions:** 4 to 6  
**Length of Employment:** August 14, 2017 – May 11, 2018  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor:** JoAnn Bishop

**Department Name & Code:** Academics, 171  
**Location:** Performing Arts Fitness Center  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** The Receptionist establishes a cheerful and positive customer service experience at the Performance Arts Center by verifying proper identity of all users and collection of any required fees. The Receptionist ensures all users enjoy a safe experience at the Center by initiating the Emergency Action plan as required.

**Job Description/Responsibilities:** Responsible for customer service at Center registration center. Ensures all users are properly identified, provides information on activities, policies, regulations, equipment usage and events at the Center. Initiates emergency action plan as required. Provides facility tours, upholds facility rules. Collects fees and makes deposits using established IAIA policies and procedures.

**General Qualifications:** Minimum sophomore standing OR 1 year prior college enrollment at IAIA; have taken a Fitness and Wellness course at IAIA or other college/university

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