



Job Title: Student Success Center Assistant
Hours per week: up to 15
Number of positions: 1
Length of Employment: August 14, 2017 – May 12, 2018
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor: Leah Boss

Department Name & Code: SSC Student Accounts & Financial Aid, Dept. #143
Location: Library & Technology Center (LTC) - 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: The mission of the Student Success Center (SSC) is to provide a welcoming place and provide services to support IAIA students. Financial Aid, Scholarship and Student Accounts are essential areas to support student success. SSC Assistant will assist the SSC Department in the day to day operation and support of SSC mission.

Job Description/Responsibilities:

- Provide administrative support for the Financial Aid, Student Accounts and other SSC staff.
- Provide general administrative support, including, but not limited to photocopying, scanning, faxing, mailing, data entry, filing and customer service.
- Assist in maintaining SSC areas, equipment and utensils, including but not limited to SSC Kitchen, copy room and Dual-Credit Study Area.
- Assist students, prospective students and IAIA visitors to become familiar with IAIA campus and resources.
- Support and abide by the IAIA Student Handbook and IAIA Financial Aid Work Study Manual policies.
- Required to understand and maintain "Confidentiality" regarding student records.
- Assist the SSC staff with activities, events and other duties as required.

General Qualifications:

- Prior experience in an office environment as a member of a professional team.
- Communication both written and oral communication skills important.
- Proficiency with word processing, spreadsheet and email software.
- Being on time and being willing to learn.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). Evaluation will occur the week prior to the end of semester.