



Job Title: Facilities Dept. Student Worker
Hours per week: Up to 20 hours
Number of positions: Open
Length of Employment: August 14, 2017 – May 11, 2018
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor: Facilities Director

Department Name & Code: Facilities 196
Location: Facilities Building
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Assists the Facilities Management team in all aspects of operations, maintenance, and repair of the IAIA campus, buildings, grounds, vehicles and equipment.

Job Description/Responsibilities:

- Assist the facilities department with administrative tasks in the department office.
- Receive, log in, sort, and deliver mail.
- Answer dept. phones and take appropriate messages for staff as needed.
- Take work orders and distribute to facilities staff as directed.
- Will be directed to complete work orders with less complex, un-skilled tasks.
- Will assist staff in special event set-up and tear down of tables, chairs, and tents.
- Will assist in campus recycling pickup.
- Other duties as assigned

General Qualifications:

- Must be a current IAIA student.
- Must be able to attend a regular, scheduled shift.
- Must be dependable and punctual.
- Must be able to interact with the IAIA family and the general public in a professional manner.
- Ability to lift up to 40 lbs.
- Prior experience in an office environment as a member of a professional team is helpful.
- Knowledge of the IAIA campus and staff.

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