



Job Title: Art History Department Assistant
Hours per week: 10
Number of positions: 1
Length of Employment: January 22, 2018 – May 11, 2018
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor: Felipe Colón, MUSM Chair

Department Name & Code: MUSM/ARTH 178
Location: SCI/TECH Office's 5-7
Classification: Federal/State or Institutional Work-Study

Or a Great Lakes Internship (must be of financial need for Great Lakes determined through FAFSA)

Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: To support the Art History faculty in the continuing needs of the Art History degree, its courses and full-time and adjunct faculty, and the Artist-in-Residence Program

Job Description/Responsibilities: Printing, scanning, preparation of PDF files, filing, support of student internship implementation, data entry, Excel, library research, assist with Artist-in-Residence, clerical support, assist with Artist-in-Residence events, and other projects as required

General Qualifications:

Good typing and office skills
Extremely dependable and on time for scheduled work hours
Able to take direction and work independently
Able to work copy machine
Able to lift 50 lb
ARTH/ MUSM Students preferred

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