



Job Title: Student Off-Campus Tutor or Mentor
Hours per week: Up to 20 hours
Number of positions: Open
Length of Employment: **SPRING 2018 ONLY**
For details contact:
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(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$10.00
Supervisor: Elementary School Administrator

Department Name & Code: Student Success, 189
Location: Various elementary schools
Classification: Federal Work-Study only
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Mentor elementary students for reading and/or tutoring programs.

Job Description/Responsibilities:

Be a reading tutor for pre-school or elementary school or a mentor/tutor in a pre-school or elementary family literacy project. Each school will have designated days and hours not to exceed twenty (20) hours per week. Agree to serve as an educational role model for students. Position is supervised by elementary school administrator and tasks will be delegated by elementary school administrator. You will submit hours through IAIA's payroll system. Your hours will be approved by school administrator and IAIA's Internship and Career Director.

General Qualifications:

- Must be financial aid eligible.
- Must qualify for Federal Work-study
- Must be an undergraduate in a degree-seeking program
- Must have at least a 2.0 cumulative gpa
- Must be enrolled in at least 6 credits
- Must have own transportation
- Must be reliable and consistent

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