



Job Title: Academic Tech Assistant (ATA)
Hours per week: 10-15
Number of positions: 2
Length of Employment: August 20, 2018 – May 17, 2019
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor: Russel Stolins

Department Name & Code: Academic Technology (AT), 184
Location: Academic Tech Director Office
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

Assists the Academic Tech staff with various technical tasks, including website creation for ePortfolio, review of Blackboard courseware, development of training materials, and related tasks. Also may assist in classroom sessions, video recording of class sessions, workshops, and individual tutoring sessions.

Job Description/Responsibilities:

- Digication ePortfolios:
 - Set up new student ePortfolio websites
 - Assist with maintenance of existing websites
 - Help document procedures for these tasks
- Canvas & Digication:
 - Review courses for adherence to navigation standards
 - Chart compliance in Excel
 - Assist with the review of online courses for ADA accessibility compliance
 - Assist faculty with specific Blackboard tasks

General Qualifications:

- 3.0 Cumulative Grade Point Average
- Sophomore, Junior, or Senior, or with approval of Academic Technology staff and Retention Director
- Full time student
- Not on disciplinary or academic probation.
- Desire to learn and quick study with technical skills

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