



**Job Title:** Tech Tutor  
**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:**

Tutors students taking Tech 101 and other IAIA courses. Supports students, faculty, and staff with various technical tasks using essential IAIA systems such as Blackboard, Empower, and email. Accurately completes tutoring reports. Documents questions and technical problems for resolution by IAIA Academic Technology and Information Technology staff.

**Job Description/Responsibilities:**

- Assist students, faculty and staff with using technology
- Serve as a TA in Tech 101 and LIBS 103 & 104 class sessions (as student's course schedule permits).
- Tutor students how to use Canvas, including tasks such as:
  - Submission of assignments
  - Participation in online discussions
  - Locating assignment grades and feedback
- Tutor Tech 101 students in essential skills, such as:
  - File management
  - Word, Excel and PowerPoint skills
- Tutor LIBS 104 students in essential skills, such as:
  - Creating new web pages
  - Uploading images
  - Using templates to write reflections

**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).