



Job Title: Facilities Assistant
Hours per week: 20
Number of positions: 8
Length of Employment: August 13, 2018 – May 12, 2019
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00 (or whatever current rate is)
Supervisor: Philip Cooney

Department Name & Code: Facilities - 196
Location: Facilities
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 dept with administrative tasks in the department office.
- Assist with reservations and management
- 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
- Other duties as assigned

General Qualifications: Must be registered for the Fall semester. Some work may be outdoors. Some work may involve the use of a computer.

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

