



**Job Title:** Land Grant Assistant  
**Hours per week:** 20  
**Number of positions:** 2  
**Length of Employment:** August 20, 2018 – December 21, 2018  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor Name:** Charlene Carr, Director of Land Grant Programs

**Department Name & Code:** Land Grant Programs, 4924  
**Location:** Center for Lifelong Education Bldg.  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

Reports to the Director, the student will provide assistance in agricultural - Land Grant programs, garden & greenhouse operations, outreach, & includes some clerical tasks. The employee will support the mission, vision and core values of IAIA.

**Job Description/Responsibilities:**

- Assist with assigned on-campus projects, assisting the director with outreach and gardening.
- Assist the Gardener with Greenhouse, garden and raised bed projects; record in a notebook.
- Related projects will require intermittent interaction with other students, youth, volunteers, and contract employees necessary to complete projects.
- Assist with cultivation, planting, and irrigation of garden, greenhouse, and orchard.
- Keep the tools, equipment, greenhouse, garden, and related areas operational and clean.
- Additional Objectives – Assist with additional agricultural project objectives as requested

**WORKING CONDITIONS:**

- Tasks are performed in varied external climates (vary from extreme cold to hot).
- Tasks are also performed in interior conditions (dust, fumes and/or particles).
- Duties require the ability to reach, stoop, bend and/or crawl.
- Duties require the ability to move and/or manoeuvre items weighing up to 50lbs.
- Duties require the ability stand for extended periods of time.
- Duties require the ability to safely use a wide-range of gardening tools.
- Ability to complete all the physical dimensions and demands of the position.
- This job description does not list all the duties of the job.
- Incumbent may be asked by supervisors to perform other assignments or duties.

**General Qualifications:**

Must be able to complete the physical and location assignment demands of this position. Must comply with the safety and health procedures.

**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). As a part of the student application process, students will complete a pre-test to determine their level of knowledge if agricultural field research. The same test will be given at the end of the project to determine what the student learned over the course of the project, and to determine areas for improvement.