



Job Title: Land Grant Research Assistant
Hours per week: 20
Number of positions: 4
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, 4926
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:

Reporting to the Director of Land Grant Programs, the Research Assistants will be exposed to research related to agriculture and/or natural resources. Research sites for the fall academic semester will take place at the IAIA campus. The incumbents' will gain research experience and their projects will also provide beneficiary impacts to tribal communities. The incumbents will engage in research methodology and design, facilitate data collection, produce a research proposal and poster, and effectively communicate results at a public forum. Students should also expect to take a series of mini-courses that will enhance their writing, and critical thinking skills. The student worker will support the mission, vision and core values of IAIA.

Job Description/Responsibilities:

- Assist with project implementation, data collection and completion of reports and presentations.
- Assist with setup, breakdown, and maintenance of research projects under field conditions.
- Assist with research methods and/or agricultural practices related to the following but not limited to: planting, cultivation, irrigation, handling of research materials and tools.
- Maintain a scientific lab notebook.
- Collaborate closely with assigned faculty mentor.
- Learn basic research project design and methodology.
- Present research project(s) to a wide variety of audiences to include but not limited to: scientific audiences, public audiences, and tribal community members.
- Present research project(s) at various venues including but not limited to: scientific meetings, field days, and workshops.
- Write a research paper at the end of the project period.
- Learn and observe daily operations of station as related to research & local practices.
- 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.

Preferred Requirements: Ethnobotany and General Math Prerequisites

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

Pre and Post student evaluations: 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.