



Job Title:	Student Success Center Assistant
Hours per week:	up to 15
Number of positions:	1
Length of Employment:	August 20, 2018 – May 17, 2019 (Note: Financial Aid eligibility <u>must</u> be met every semester)
Pay rate:	\$8.00
Supervisor:	Esteban Moreno
Department Name & Code:	SSC Student Accounts & Financial Aid, Dept. #143
Location:	Library & Technology Center (LTC) - Student Success Center
Classification:	Federal/State or Institutional Work-Study
Employer Name/Address:	IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: The mission of the Student Success Center (SSC) is to provide a welcoming space and provide services to support IAIA students. Financial Aid and Student Accounts are essential areas to support student success. SSC Assistant will assist the SSC Department in the day to day operations and support of SSC mission.

Job Description/Responsibilities:

- Provide administrative support to Financial Aid, Student Accounts and other SSC staff.
- Provide general administrative support, including, but not limited to photocopying, scanning, faxing, mailing, data entry, filing and customer service.
- Assist in maintaining SSC areas, equipment and utensils, including, but not limited to, SSC Kitchen, copy room and Dual-Credit Study Area.
- Assist students, prospective students, and IAIA visitors to become familiar with IAIA campus and resources.
- Support and abide by the IAIA Student Handbook and IAIA Financial Aid Work Study Manual policies.
- Required to understand and maintain "Confidentiality" regarding student records.
- Assist the SSC staff with activities, events, and other duties as required.

General Qualifications:

- Communication both written and oral communication skills important.
- Basic knowledge of word processing, spreadsheet, and email software.
- Be on time and willing to learn.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). Evaluation will occur the week prior to the end of semester.