



**Job Title:** Student Activity Assistant  
**Hours per week:** 20  
**Number of positions:** 2  
**Length of Employment:** August 20, 2018 – May 10, 2019  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor:** Nocona Burgess

**Department Name & Code:** Student Life 141  
**Location:** Recreation Center and gymnasium  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** The Student Activity Assistant is supervised by the Student Activity Coordinator and is responsible for the maintenance and check-out/in of recreation and sports equipment, soliciting student assistance in the plan, development and implementation of student activities and serves as the liaison between the activity staff and students

**Job Description/Responsibilities:**

- Check out and check in sports and recreation equipment
- Maintains the check-out log
- Assists in the design & posting of activity sign-up sheets
- Adheres to the equipment check out procedure
- Maintains the recreational & sports equipment in a clean and good working condition.
- Submit work orders to repair equipment to supervisor
- Provide assistance with planned activities
- Recruit students for intramural & extramural activities & teams.
- Assist in the maintenance of an updated inventory list of IAIA recreation/sports equipment.
- Interact with students in recreation, sports and social activities.
- Attend training in student leadership or any other workshops as assigned.
- Maintain in confidence information regarding students or staff.
- Responsible to manage time between school and work responsibilities.
- Attend regular activity staff meetings.
- Works within the policies of the Institute of American Indian Arts.
- Other duties as assigned.

**General Qualifications:** Full-time enrolled student for both the fall & spring semester. Maintains a 2.0 GPA and in social good standing for each semester. Ability to interact positively with all levels and with all people and groups. Ability to resolve conflicts in a constructive manner. Ability to communicate clearly and effectively.

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