IAIA
INSTITUTE OF
AMERICAN INDIAN ARTS

Job Title:	**SSC Retention Program Assistant**
Hours per week:	Up to 12
Number of positions:	1
Length of Employment:	3/25/2019 – 5/17/2019 (Note: Financial Aid eligibility must be met every semester)
Pay rate:	$8.00
Supervisor Name:	Heidi Brandow
Department Name & Code:	Student Success Center 189
Location:	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 place and provide services to support IAIA students. Retention programs - including Learning Lab, Academic Advising, Mentoring, Orientation, etc. - are essential programs supporting student success at IAIA. The SSC Assistant will assist the SSC Department's Retention Director and Retention Specialist in the day to day operation and support of SSC mission.

Job Description/Responsibilities:
- Provide administrative and program support for Retention Programs staff.
- Provide general administrative support, including, but not limited to online research, photocopying, scanning, faxing, mailing, data entry, filing, and customer service.
- Create web-based resource pages in a variety of platforms
- Support and abide by the IAIA Student Handbook and IAIA Financial Aid Work Study Manual policies.
- Clearly understand and maintain confidentiality regarding student records and maintain understanding of federal FERPA regulations.
- Assist the SSC staff with activities, tours, events and other duties as needed.
- Serve as a greeter: Meet students and general public in a positive manner and reflect the mission and values of IAIA.
- Run campus errands such as delivering mail
- Kitchen & Student Pantry upkeep: Maintaining a clean and organized kitchen & Student Pantry.

General Qualifications:
- Prior experience in an office environment as a member of a professional team.
- Strong written and oral communication skills.
- Proficiency with word processing, spreadsheet and email software.
- Familiarity with graphic design skills preferred.
- Being on time and being willing to learn.

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