



**Job Title:** Office of Admissions/Recruitment Assistant  
**Hours per week:** Up to 20 hours/week  
**Number of positions:** 2  
**Length of Employment:** August 20, 2018 – December 14, 2018  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor:** Mary Silentwalker/Nena Martinez Anaya

**Department Name & Code:** Office of Admissions/Recruitment #143  
**Location:** Lloyd Kiva New Welcome Center  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** To assist the OAR department with daily administrative, admissions, and recruitment tasks and provide campus tours

**Job Description/Responsibilities:**

- Answer telephones
- Schedule and conduct campus tours
- Assist with recruitment events and preparation
- Front office customer service
- Daily office functions (copies, filing, faxing)
- Applicant follow up (email, phone, in person)

The above-mentioned Job Duties/Responsibilities have been identified to directly assist the OAR staff with daily administrative, admissions, and recruitment tasks.

**General Qualifications:**

- General knowledge of IAIA history, academic programs, and student services
- Prior experience in an office environment as a member of a professional team.
- Basic knowledge of graphic design software, MS Word, and Excel
- Professional phone etiquette
- Personable and presentable
- Punctual

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