



**Job Title:** Advancement Office Assistant  
**Hours per week:** 5-15 (variable and depending on student schedule)  
**Number of positions:** 2  
**Length of Employment:** August 20, 2018 – May 16, 2019  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor:** Sandra Narvaez

**Department Name & Code:** Institutional Advancement (122)  
**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:** Office assistance to support institutional fundraising

**Job Description/Responsibilities:** General office support, data entry in Raiser's Edge, Excel spreadsheets, minor design work, event support on or off campus.

**General Qualifications:** Proficiency in Microsoft Office, familiarity with databases preferred; reliability; good public contact skills.

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