



**Job Title:** MFA in Creative Writing Student Administrative Assistant

**Hours per week:** 8 hours/week.

**Number of positions:** 1

**Length of Employment:** **October 15, 2018 – Dec 14, 2018**  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00

**Supervisor Name:** **Jennifer Foerster, Email your interest to [jennifer.foerster@iaia.edu](mailto:jennifer.foerster@iaia.edu)**

**Department Name & Code:** **MFA in Creative Writing 187**

**Location:** **on campus and online**

**Classification:** Institutional Work-Study

**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** To assist the MFA Interim Director and MFA Assistant to the Director in administrative tasks.

#### **Job Description/Responsibilities:**

The MFA in Creative Writing Student Administrative Assistant will be asked to assist with administrative tasks including, but not limited to, the following:

1) Research writing opportunities (residencies, grants, calls for submissions) for regular posting to the MFA Portal; 2) Assist with collecting MFA-community news (awards and publications) and compiling the MFA Quarterly Journal; 3) Filing, researching, and organizing Department records, both with hard-copy files and electronic files; 4) Research and compile into cloud storage the book lists and other academic resources used by Faculty Mentors; 5) Maintain, when requested, the MFA display in the Welcome Center as well as MFA Message Board in the Dome Building/MFA Office; 6) Support MFA Interim Director and MFA Assistant to the Director by completing requested program-related tasks.

#### **General Qualifications:**

The preferred applicant would have the following qualifications:

- Must be an undergraduate degree-seeking Creative Writing student;
- High-level organizational, time-management, and research skills;
- Ability to work with Zoom and other online platforms for communications, as the Director works off-site and will often request online meetings;
- Confidence in working independently to carry out tasks;
- Knowledge of Microsoft Office applications, including One Note, Outlook, Word, and Excel;
- Willingness to be flexible—this position will require flexibility on a week-to-week basis, as task intensity will ebb and flow;
- Confidentiality of all records, files, personnel issues, and documented communications—any breach in confidentiality will result in termination;
- Professionalism in the work place and in all communications with faculty mentors, IAIA staff, MFA students, and program affiliates.

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