



Job Title: MFA Residency Student Assistant

Hours: 60 hours total over 10 days

Number of positions: 1

Length of Employment: January 4, 2019 – January 13, 2019

Pay rate: Minimum wage (\$11.40/hour)

Supervisor Name: Jennifer Foerster

Department Name & Code: MFA in Creative Writing 187

Location: on campus

Classification: Student Employment

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

Purpose/Role: To provide administrative support to the MFA Interim Director and MFA Assistant to the Director during the January MFA Residency.

Job Description/Responsibilities:

The MFA Residency Student Assistant will be asked to assist with administrative and conference management tasks for the MFA Residency in January for a total of 60 hours between Friday Jan 4 and Sunday Jan 13, 2019. Responsibilities will include, but are not limited to, the following:

- Student hire must be available to work all of the 10 consecutive days at the times requested (from 8 am to 8 pm) by the MFA Director, not to exceed 60 hours.
- Duties will involve copying and printing materials for Faculty Mentors and Visiting Writers; assisting with technology operations; setting up panels, craft talks, and readings; errands as-needed; maintaining the coffee service; supporting MFA students, faculty mentors, and Visiting Writers with housing and transportation needs; other requested duties to help ensure a smooth, productive, and supportive residency for students, faculty mentors, and Visiting Writers.

General Qualifications:

The preferred applicant would have the following qualifications:

- Must be an undergraduate degree-seeking Creative Writing student;
- Must have an eligible driver's license and be over the age of 21;
- High-level organizational and time-management skills;
- Ability to carry out required tasks efficiently and independently;
- Willingness to be flexible and helpful in high-pressure situations;
- Knowledge of Microsoft Office applications, including One Note, Outlook, Word, and Excel;
- Knowledge of, or willingness to learn, CLE, auditorium, and Smart Classroom equipment, including projectors, microphones, and presentation technologies;
- Confidentiality of all records, files, and personnel/student issues and communications—any breach in confidentiality will result in immediate termination;
- Compliance with all IAIA Policies during the Residency week;



- Professionalism in the work place and in all communications with faculty mentors, IAIA staff, MFA students, and Visiting Writers. As an IAIA undergraduate student, you are an ambassador to the College and will be asked to host Visiting Writers and MFA students in a kind and respectful manner.