



Job Title: Office Assistant
Hours per week: Up to 15 hours/week
Number of positions: 1
Length of Employment: January 22, 2019 – May 17, 2019
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor Name: Angie Brown

Department Name & Code: President's Office 121
Location: LKN
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: To provide general office assistance to the Office of the President with daily administrative/clerical tasks, research, internal/external outreach and recruitment tasks and provide campus tours.

Job Description/Responsibilities:

- Front office customer service
- Answer telephones
- Schedule and conduct campus tours
- Assist with recruitment events and preparation
- Support Executive Assistant to the President as needed
- Daily office functions (copying, filing, faxing, scanning)
- Assist with other administrative staff as needed
- Internal/External Outreach

The above-mentioned Job Duties/Responsibilities have been identified to directly assist the Office of the President.

General Qualifications:

- General knowledge of IAIA history, academic programs, and student services
- Knowledge of the IAIA Campus
- 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
- Maintain 3.0 GPA
- Maintain class attendance

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