



INSTITUTE OF AMERICAN INDIAN ARTS

PART TIME AREA COORDINATOR – CLE RESIDENCE CENTER

Institute of American Indian Arts is seeking a mature and responsible Area Coordinator for overall supervision of students residing in the CLE Residence Center. Additional duties will include administrative functions and occasional driving of IAIA vehicles.

Applicants must have the ability to enforce IAIA policies and procedures and insure compliance with health and safety regulations. Must also have the knowledge to respond to emergency situations with professionalism and efficiency. Applicants must possess excellent people skills and a clean driving record as well as pass a criminal background check. Experience with conflict management, counseling and working with a diverse student population preferred.

This is a part-time position of 20 hours per week. Thursday – Saturday night shifts. During the school year only. \$12/hr. This is a non-benefitted position.

For full job description visit: <http://www.iaia.edu/employment.php>. Send cover letter, resume. 3 professional references to: IAIA, HR, 83 Avan Nu Po, Santa Fe, NM 87508, fax; 505.424.0505; email: humanresources@iaia.edu. Native Preference applies/send CIB/Tribal Enrollment if claiming preference.