



INSTITUTE OF AMERICAN INDIAN ARTS

LEARNING SUPPORT CENTER OFFICE MANAGER

Responsible for coordinating and supporting all LSC programs and activities. Process/maintain all financial paperwork/provide general administrative needs. Requirements: Proficiency with Microsoft Word, Excel, email, internet. Knowledge of general office procedures and general office equipment. Ability to develop a systematic approach for meeting needs of LSC staff and work as part of a team. AA degree or equivalent, exp. working with Native American students and communities. Ability to lift 30 lbs. Must adhere to professional standards, cooperate and work respectfully with others. Full-time position, benefits, retirement plan.

Send cover letter, resume, 3 updated (with current contact information) professional work-related references to: IAIA, HR, 83 Avan Nu Po Rd., Santa Fe, NM 87508, email: **humanresources@iaia.edu**.

For full job description, visit: **<http://www.iaia.edu/employment.php>**. The Institute gives preference in hiring to Native Americans to the maximum extent practicable. Include CIB/Tribal Enrollment if claiming Indian preference.