



INSTITUTE OF AMERICAN INDIAN ARTS

OFFICE MANAGER

IAIA seeking a full-time Office Manager for the Center for Lifelong Education. AA Degree/prior exp. preferred. The incumbent assists in supervising all operational components/management support tasks/maintain project budgets/ongoing operational support to all department staff. AA degree/prior experience preferred. Full-time position, benefits, retirement. Full job description at: <http://www.iaia.edu/employment.php>. Send cover letter, resume, 3 prof. ref. to IAIA, HR, 83 Avan Nu Po Rd. Santa Fe, NM 87508. Email: humanresources@iaia.edu. Native Preference applies/CIB/Tribal Enrollment if claiming preference.