



INSTITUTE OF AMERICAN INDIAN ARTS

EXECUTIVE ASSISTANT TO THE DEAN

IAIA is seeking a qualified candidate for the position of Executive Assistant to the Academic Dean of the Center for Arts & Cultural Studies. The Executive Assistant provides complex and highly sensitive office management and administrative support. Relieves the Academic Dean of routine administrative responsibilities and provides assistance to other CACS support staff. BA degree in related field preferred. AA Degree or 15 + years of high-level office experience will be considered. Shorthand or Speed Writing Preferred. Proficient in word processing, power point presentations, excel spreadsheets, and computer applications. Full job description at: <http://www.iaia.edu/employment.php>. Send cover letter, resume, 3 professional references 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.