



**Job Title:** Library Aide  
**Hours per week:** 8-15  
**Number of positions:** 4  
**Length of Employment:** August 19, 2019 – May 15, 2020  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor:** Sara Quimby  
**Department Name & Code:** 181  
**Location:** Library  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

### **Purpose/Role:**

Students working as library aides help fulfil IAIA's mission by serving students, faculty, and staff in higher education research and life-long learning. Library Aides develop leadership and critical thinking skills while helping the library fulfil its mission to the IAIA community.

### **Job Description/Responsibilities:**

- **Library Aides empower students, faculty, and staff by:**
  - Checking out books to library users
  - Being knowledgeable to library policies
  - Assisting students with computer programs
  - Tutoring students on the use of the internet
  - Digitally scanning images and documents
  - Helping students with the online library catalogue and research databases
- **Library Aides use leadership and critical thinking skills by:**
  - Shelving Books and audio-visual material
  - Maintaining the periodical collection
  - Processing new materials
  - Maintaining audio-visual equipment
  - Performing specific maintenance activities with the computers
- **The Library aide will perform other duties as assigned.**
- **Must be able to work nights and/or weekends.**

### **General Qualifications:**

Excellent customer service skills, and the desire to help others. Computer and Internet knowledge. Some knowledge of the purposes and functions of a library; ability to learn routine library and office procedures and skills; ability to arrange alphabetically and numerically; ability to understand and follow oral and written instructions; ability to act in a responsible manner, to keep information confidential and to exercise mature judgment.

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

**Library Aides will be evaluated by using the Performance Evaluation form from the work Study manual along with their work performance during their scheduled time in the Library.**