



Job Title:	Library Aide
Hours per week:	8-20
Number of positions:	3
Length of Employment:	August 17, 2020-December 11, 2020 (Depending upon reopening and COVID-19 related issues, there will be a mix of online and in-person work that will be variable during the semester - Candidates will need to be here on campus at least partially) (Academic progress <u>must</u> be met every semester to continue)
Pay rate:	\$8.00
Supervisor:	Sara Quimby
Method of Contact:	sara.quimby@iaia.edu
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:**
 - Being knowledgeable to library policies
 - **Assisting Librarians with paging for books**
 - **Monitoring the flow of students in the library**
 - **Assist with constant sanitization of the library**
 - Assisting students with computer programs
 - 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.**
 - **Library aides will have to adjust hours and work duties according to the reopening policies, hours, and schedules.**
 - **Library aides need to be comfortable sanitizing computer and study areas regularly when we are open.**
- **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.