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| <b>Job Title:</b>                  | <b>Library Aide</b>  |
| <b>Hours per week:</b>             | <b>8-20</b>  |
| <b>Number of positions:</b>        | <b>2</b>   |
| <b>Length of Employment:</b>       | March 22, 2021 – May 14, 2021<br>(Note: Financial Aid eligibility <u>must</u> be met every semester) |
| <b>Pay rate:</b>                   | \$8.00   |
| <b>Supervisor:</b>                 | <b>Sara Quimby</b>   |
| <b>Department Name &amp; Code:</b> | <b>181</b>   |
| <b>Location:</b>                   | <b>Library</b>   |
| <b>Classification:</b>             | Federal/State or Institutional Work-Study  |
| <b>Employer Name/Address:</b>      | 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.**