



Job Title: Library Summer Aide
Hours per week: 20–25 hours
Number of positions: 1
Length of Employment: May 16th 2022 – July 22nd 2022 – Flexible--
Pay rate: \$12.98/hr
Supervisor: Sara Quimby
Department Name & Code: 181
Location: Library
Classification: Seasonal Worker
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

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 Aide will assist staff with collection maintenance
 - Assist in shelf-reading book stacks.
 - Assisting with processing books.
 - Documenting collection statistics.
- Library Aide will assist staff with an archival finding aid for the Smithsonian Photograph Collection:
 - Student will assist with developing a finding aid using computer programs.
 - Assist with the documentation acquisition of preservation needs.
 - Assist with the creation of a digitization workflow.
- Library Aide will assist staff with the examination, image digitization and printing, and acquisition of our LP collection.

General Qualifications:

- Computer and Internet knowledge. Some knowledge of the purposes and functions of a library, including the Dewey Decimal System; 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.
- 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.