Job Title: Library Aide
Hours per week: 8-11
Number of positions: 3
Length of Employment: August 15 – December 9, 2022
(Note: Financial Aid eligibility must be met every semester)
Pay rate: $11.50
Supervisor: Sara Quimby
Contact: sara.quimby@iaia.edu, 505-424-2397
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 fulfill 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 fulfill its mission to the IAIA community.

Job Description/Responsibilities/Abilities:

- **Library Aides empower students, faculty, and staff by:**
  - Being knowledgeable of library policies
  - Assist with constant sanitization of the library
  - Assisting students with computer programs
  - Digitally scanning images and documents
  - Occasionally 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

- **Library Aide will perform other duties as assigned.**
  - Library aides will have to adjust hours and work duties according to the library 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.

**Background Check:** Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.

**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). See: iaia.edu/student-success-center/student-employment/