



<b>Job Title:</b>	<b>Library Aide</b>
<b>Hours per week:</b>	8-11
<b>Number of positions:</b>	3
<b>Length of Employment:</b>	January 17 – May 12, 2023 (Note: Financial Aid eligibility must be met every semester)
<b>Pay rate:</b>	\$11.50
<b>Supervisor:</b>	<b>Sara Quimby</b>
<b>Contact:</b>	<a href="mailto:sara.quimby@iaia.edu">sara.quimby@iaia.edu</a> , 505-424-2397
<b>Department Name &amp; Code:</b>	181
<b>Location:</b>	Library
<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/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/](http://iaia.edu/student-success-center/student-employment/)