

Job Title: LIBRARY AIDE (4 POSITIONS)

Classification: Federal/State Work Study or Institutional Work Study (Student Worker)

Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Department Name & Department Code: Library, Dept. #181

Location: Library & Technology Center (LTC) - Library

Supervisor Name: Valerie Nye, Director of Library Programs

Purpose/Role of the Student's Position within the Organization:

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 Duties/Responsibilities & Relationship to Purpose/Role:

- **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
 - Clipping newspaper articles
 - 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.**

Pay Rate: \$7.50 (IAIA Work Study Manual for Students, page 7)

General Qualifications:

Computer and Internet knowledge and skills. 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.

Length of Employment: August 15, 2106 - December 9, 2016 (Fall)

Evaluation Procedure(s) and Schedule: November 28, 2016 -December 2, 2016

Library Aides will be evaluated by using an internal work performance rubric during their scheduled time in the Library.