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| <b>Job Title:</b>                  | <b>Library Aide</b>   |
| <b>Hours per week:</b>             | <b>8-15</b>   |
| <b>Number of positions:</b>        | <b>1</b>  |
| <b>Length of Employment:</b>       | August 14, 2017 – May 12, 2018<br>(Note: Financial Aid eligibility <u>must</u> be met every semester) |
| <b>Pay rate:</b>                   | \$8.00  |
| <b>Supervisor:</b>                 | <b>Valerie Nye</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
  - 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.**

### **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.