Library Work Study Position Available

Are you interested in part time work that includes evenings? Are you at least a half time UNM-Taos student who is eligible for financial aid? The UNM-Taos Library could be the place for you.

Job Title: Library Assistant 1
Hiring Department: Instruction
Starting Date: A.S.A.P.
Suggested Rate of Pay: $9.00 per hour

Job Description:
Under the supervision of the assistant librarian, the aide performs tasks related to the operations of the Library. This includes, but is not limited to, tasks such as book (and non-book) checkout/check-in, helping to maintain pamphlet files, technical assistance, book shelving, and conducting general clerical work. This position includes evening hours and may include occasional weekend hours.

Preferred Skills:
- Ability to use computers, including word-processing programs and other applications; must be Microsoft Word proficient.
- Experience conducting online searching and using email.
- Good organizational and office skills.
- Ability to sort alphabetically.
- Ability to comfortably share information with, and work with people.
- Ability to interpret and explain policy.
- Ability to work with minimal supervision.

Requirements:
- Must be willing to work evenings.
- Must be eligible for financial aid.
- Able to bend, stoop and lift up to 25 pounds and work in enclosed spaces.
- Must be enrolled at least ½ time.

Closing Date: open until filled

Apply at: unmjobs.unm.edu; click on the Student button; Scroll to the bottom, at Work Location Choose UNM Taos Campus; Click Search; Choose View under Library Assistant I and apply. Please fill out all sections.
Call 575-737-6242 for more information.