

Library assistant

Posting Date: 8/1/18

Classification: Work-study

Description: Student will be responsible for the following: 1) Processing and preparation of materials 2) Working with government documents lists and NM State documents 3) Perform duties in withdrawing and adding titles 4) Working at circulation desk as needed 5) Includes any other duties that may be assigned by the Library Director.

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills as the ability to maintain a friendly attitude and work effectively with student, staff and faculty.

Pay Rate: \$7.50 per hour and up to 20 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Gail Drennan at 575-492-2878

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