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## Job Description for Work-Study Position

Are you interested in applying for this position? If so, and if you have been awarded Work Study funding, a [CMC Financial Aid Specialist](#) will assist you with completing the Student Employment Eligibility Sheet to take to the supervisor for the interview process.

**Campus location:** Edwards

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**Position Title:** Library Aide

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**Supervisor Contact:** Katy Walker

Interim Virtual Library Director

*Name*

*Title*

[kmwalker@coloradomtn.edu](mailto:kmwalker@coloradomtn.edu)

970 569-2926

*E-mail*

*Phone Number*

**Number of hours per week:**

☒ Mornings

☒ Afternoons

☒ Evenings

☐ Flexible

**Days of the week:** Flexible.

### Main Job Functions:

Under the supervision of the librarian, the library aide will support the mission of the library by assisting in daily operations, program planning, resolving basic technical issues, and assisting students and faculty locating materials. The library aide is a student ambassador for the library and promotes digital literacy.

### Job Duties:

- Assist librarian with program planning including CMC common reader, Long Night Against Procrastination and more.
- Conduct basic searches in the databases and locate materials for faculty and students.
- Assist with inter library loan when needed.
- Assist librarian with outreach planning and implementing.
- Collaborate with other campus staff, faculty and students as needed.

### Working Conditions:

Indoors, office setting. Some lifting required. Daily schedule encourage and working with other departments required.

### Minimum Qualifications:

Knowledgeable in Microsoft Office suite. Able to resolve basic and simple technology issues (connecting to the Wi-Fi, navigating Basecamp, canvas, and library resources). Willing to learn about organization, procedures and basic skills.