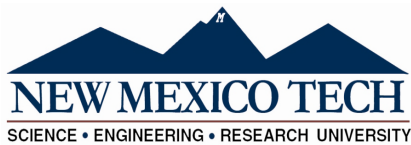


Posted: November 3, 2025



POSITION ANNOUNCEMENT

TITLE: LIBRARY INFORMATION SPECIALIST I **DEPT:** LIBRARY

REG ☒ **TEMP** ☐ **FULL TIME** ☒ **PART TIME** ☐

STARTING RATE or SALARY RANGE \$ 15.00 - \$16.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 11/11/2025* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

This position will provide Access Services (information services) to NMT Skeen Library users, including students, staff, faculty, researchers, and the public. Primary functions include providing technical support and assistance in the performance of routine library duties in access services. This will involve supervising student workers, managing circulation desk activities, records management, library user searches, building maintenance, and providing reference and research services to all library users. Primary shift will be nights and weekends. The secondary shift will occur on weekdays during semester breaks.

JOB FUNCTIONS:

Lead, guide, and train student employees, and ensure compliance with established procedures. Provides guidance and assistance to library users regarding general and specific information about the library and library resources. This may include general information about New Mexico Tech. Performs and/or oversees routine tasks, utilizing database and/or integrated library systems, assists with collection maintenance (includes shelving books, shelf-reading, labeling, covering, and preparing items for circulation), and manages or assists with library projects. Assists and communicates with higher-level staff and librarians with basic information services—staff public service points to provide customer service and assistance with library users. Monitors library spaces to ensure a safe, clean, and welcoming environment. Assists in opening and/or closing procedures, ensuring the security of the library.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Customer Service experience using excellent verbal/written skills in English. Computer experience (basic); email, internet familiarity, Microsoft Suite.

DESIRED QUALIFICATIONS:

Computer experience (intermediate); Google Suite, Adobe Suite, and Graphic design. Supervisor and library experience, including familiarity with academic databases.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 20%	Sitting 40%	Walking 24%	Pulling 2%
Pushing 2%	Lifting 2%	Stooping 2%	Kneeling 2%
Crawling 2%	Climbing 2%	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu