

Library Work Study

Title: Library Assistant

Reports To: The library work study will report to Caitlin Augustin.

Job Overview: The role of a library work study consists of ensuring the library runs smoothly. A work study will learn punctuality, efficiency, problem-solving, computer skills (Mandarin 5 Program), processing books, and many other skills. As a library work study, you are usually the first and last person someone sees, upon entering the library, so one must be ready to assist patrons with any front desk duties.

Responsibilities and Duties:

Checking books in and out to patrons.

Shelf-reading books (making sure books are in correct numerical order).

Shelving returned books.

Taking and making correct change. (Money)

Selling scantrons and blue books to students.

Assist in helping students with computer and copier issues.

Adding/Updating patrons in our system.

Cleaning computers, computer desks, and tables.

Refilling printer paper.

Book Processing

Other duties as assigned.

Qualifications:

Must have good people skills (friendly, etc.)

Must have good basic math skills (adding, subtracting, making correct change)

*(The library staff is more than willing to teach work study students how to fulfill their duties.)