WORK STUDY AND STUDENT EMPLOYMENT JOB DESCRIPTION

JOB TITLE  Library Aide                HOURLY PAY RATE  Based on the number of years a student has participated in the FWS or CWS Program

The standard student pay rate is $12 for the first year working on campus, and one dollar additional per hour thereafter. If you are requesting a different pay rate, please explain why:

DESCRIPTION/DUTIES/SKILLS
Under the supervision of the regular library staff members, a student usually performs all or part of the following duties:
● provides direct service to patrons at the circulation desk, including the charging and discharging of materials, and providing informational directional assistance.
● performs alphanumerical sorting and shelving tasks.
● shelf reads, straightens materials and clears desks and tables of library materials.
● assists patrons in using the catalog, locating materials, and searching for resources using sites like PubMed and Cochrane.
● answers the telephone and provides brief informational support.
● updates records and performs general data entry.
● opens and closes library.
● maintains library equipment, including dusting and light cleaning.
● files literature requests from collection by both photocopy and e-mail.
● assists in the processing and maintenance of course reserves collection.
● assists with technical service operations including bindery and book processing.
● performs other duties as assigned.

QUALIFICATIONS AND/OR SKILLS REQUIRED
● students must have a Work Study Award.
● excellent customer service and communication skills.
● computer proficiency.
● attention to detail.
● able to work same shift throughout semester.
● able to work during exam periods.
● ability to work mornings as early as 7am a plus.
● working knowledge of the library and of online databases such as PubMed preferred.
ability to learn circulation and reserve features of detailed automated library system.
• all Library Aides will be expected to become Library of Congress Classification System certified in their first days of work.

DEPARTMENT Library ACADEMIC PERIOD 2017-2018

NUMBER OF STUDENTS NEEDED varies

TERMS EMPLOYMENT IS NEEDED Fall and Spring

DAYS AND HOURS Sunday-Saturday 8am-8pm

COMMENTS: If you are interested in this position contact Kylene Hutchinson at hutchinsonk@neco.edu

SUPERVISORS Kylene Hutchinson BUDGET HEAD Heather Edmonds

ACCOUNT NUMBER 4503

NOTE: ONLY FWS STUDENTS ARE ELIGIBLE FOR THIS POSITION