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

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 alphanumeric 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.
●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 2019-2020

NUMBER OF STUDENTS NEEDED 10

TERMS EMPLOYMENT IS NEEDED Summer

DAYS AND HOURS 9am-6pm Monday-Thursday, 9am-5pm Friday, 9am-4pm Saturday
Priority consideration will go to students available on Saturdays.

COMMENTS: If you are interested in this position contact Ralph Holley at holleyr@neco.edu

SUPERVISORS Ralph Holley BUDGET HEAD Heather Edmonds

ACCOUNT NUMBER 4503

NOTE: FWS Eligible Students have priority for all positions.