

**Department:** Library

**Job Availability:** Academic Year

**Employing Supervisor:** Jennifer Smith

**Maximum Hours:** 15/week

**Title:** Library Assistant

**Pay Rate:** \$13.00/hour

**Classification:** Community Service

**Jobsite Location:** Library

**Job Description:** Position A

Student workers will monitor student internet access, provide library cards, book repair, answer phone calls, and provide information on library services.

- Library assistant
- Clerical library tasks
- Check-in/ check-out
- Provide directions
- Process new materials

**Skills Needed:**

- Keyboarding
- Pleasant public manner; manual directions
- Knowledge of library of congress filing system
- Customer Service
- Filing books and other reading materials
- Teamwork

**Additional Information about the Job**

This position allows the student to build knowledge and experience with customer service and enhance their accuracy in filing and detail work. A quiet but busy working environment is offered in a serene setting alongside a unique team of full and part time employees. This position involves offering service to the college community of fellow students, faculty and staff, along with people from the community. Student must be willing to work as part of a team.