

STUDENT ASSISTANT JOB DESCRIPTION – Rev. Jan. 2019

General Summary

Under the general supervision of the Circulation Supervisor, shelves materials returned to the library in the appropriate location. Works at the circulation desk and provides services to library patrons including charging books and materials out, receiving and processing returned materials, and answering questions regarding library services and the location of materials. Reports to Circulation Supervisor for Circulation duties and Director for other projects.

Essential Functions

1. Shelves materials returned to the library in the appropriate section, shelf, and position of the library.
2. Reviews library shelves to ensure books are in the proper order.
3. Works at the circulation desk, which includes charging out and receiving returned books and materials on the automated circulation system, answering patron questions regarding library services and the location of materials, and answering general inquiries.
4. Replaces newspapers, periodicals, and other materials.
5. Performs a variety of miscellaneous tasks such as assisting with opening and closing duties, emptying the outside book drop, helping straighten materials, picking litter and generally keeping the library neat, making copies, and assisting other staff members with projects as assigned.

Other Assigned Duties may include:

- Assists with library promotion and services as assigned.
- Keeps Supervisor and Director informed as to project progression, needs and outcomes
- Other duties as assigned that work towards the mission and goals of the library

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Working conditions and physical demands:

Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, carry and stoop; Ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 25#, or greater with assistance; and perform other efforts as identified with normal library work; must have the ability to communicate with patrons effectively; having the ability to talk with clarity, and be able to listen to patrons accurately; Must have specific vision abilities (adjusted) that include close and distance vision with good depth perception; reasonable accommodations may be available; Typing ability and computer skills are essential.

Employment Qualifications:

Abilities: Must maintain an attitude of lifelong learning.

Consistently display positive interpersonal skills/interactions.

Education: No specific level of education beyond eight grade is required. Must have sufficient reading and comprehension skills to perform the functions of the circulation desk.

Experience: No prior experience is required.