

JOB DESCRIPTION

| | |
|-------------|--------------------|
| Source: | Federal Work Study |
| Department: | Library |
| Location: | Library |
| Job Number: | |
| Job Title: | Student Worker |
| Pay Rate: | \$6.55 / hour |
| Supervisor: | Leann Boyd |

Duties include:

- Check materials in and out.
- Assist patrons in locating materials.
- Shelf materials that have returned and checked back in.
- Make photocopies when necessary.
- Assist student in using computers in this area of the building.
- Assist library users in finding library materials on computers and on the shelves.
- Instruct students in the use of GALILEO databases, Info Trac, ProQuest, the catalog, microfilm reader-printers, and reference sources.
- Restock paper in printers and put away used microfilm and CD-ROMs.
- Shelf and inventory periodicals and reference sources.

Requirements:

- Prior library work experience is helpful.
- Ability and willingness to deal with library users in a tactful, friendly manner and in accord with library policies.
- Confidentiality expected.
- Careful filing and organizational skills essential.
- Computer skills are a plus.