LIBRARY STUDENT JOB DESCRIPTION

**JOB TITLE:** Collections and Resource Development Department Student Assistant

**JOB SUMMARY:** Assists in the Collections and Resource Development Department in the processing of new books and government documents in print.

**REPORTS TO:** Assistant University Librarian for Collections & Resource Development

**SCHEDULE:** 4 or 8 hours per week, weekdays between 8:30-12:00 or 1:00-4:30. No nights or weekends.

**DUTIES:**
1. Search for duplicate resources.
2. List gift books in Excel folder.
3. Assist with shelving and shifting books in stacks.
4. Other duties as needed.

**QUALIFICATIONS:**
1. Dependable.
2. Detail-oriented.
3. Able to work independently with minimal supervision.