LIBRARY STUDENT JOB DESCRIPTION

JOB TITLE: Circulation Student Assistant

JOB SUMMARY: Assists patrons with the use of library facilities and provides general and directional information.

REPORTS TO: Circulation Supervisor

SCHEDULE: Hours vary; days, evenings, and/or weekends.

DUTIES:

1. Checks library materials in and out from the library’s circulating collection
2. Answers the telephone, directing calls to the proper department/staff member or by taking messages
3. Answers general and directional questions for patrons
4. Answers patron inquiries regarding John B. Cade Library holdings through use of the online catalog
5. Monitors the incoming and outgoing security gates, investigating each alarm
6. Serves all library patrons courteously and promptly
7. Shelve books in correct call number in the book stacks including Reference
8. Shelf read book stacks for accuracy of shelving
9. Gather unshelved books and return them to the Circulation Desk for check in
10. Work on shifting projects as assigned
11. Assist in maintaining the appearance of the library, keeping it neat and orderly
12. Assist with general library duties as required
13. Performs other tasks as assigned

QUALIFICATIONS:
1. Must be able to provide service to library users (in person or on the telephone) in a courteous, efficient manner
2. Dependable
3. Knowledgeable of library policies and procedures
4. Pays attention to detail
5. Possesses excellent communication skills both verbal and written
6. Able to work independently with minimal supervision