LIBRARY STUDENT JOB DESCRIPTION

JOB TITLE: Student Worker, Office of the Dean

JOB SUMMARY: Provides assistance in the Office of the Dean of Libraries

REPORT TO: Assistant to the Dean

SCHEDULE: Varies: approximately 10-20 hours a week, between 8:30am – 4:30 pm

DUTIES:

1. Answering telephone
2. Serving as a receptionist
3. Filing
4. Delivering packages and letters to various places on campus
5. Help with supplies
6. Other duties as assigned

QUALIFICATIONS:

1. Great interpersonal and communication skills
2. Dependable
3. Knowledge of computers
4. Previous office experience helpful

Note: Must be interviewed by the Dean before being hired in the office.