LIBRARY STUDENT JOB DESCRIPTION

**JOB TITLE:** Stacks Maintenance Student Assistant

**JOB SUMMARY:** Assists the Stacks Maintenance Supervisor in maintaining the circulating collection of more than 1 million volumes located in the John B. Cade Library stacks.

**REPORTS TO:** Circulation Supervisor

**SCHEDULE:** One weekly 2 hour shift; weekdays 8:30 a.m. - 4:30 p.m.; no weekends/nights

**DUTIES:**
1. Re-shelve books
2. Shelf read call numbers
3. Maintain assigned section - face, edge, & straighten books
4. Assist with room set-ups
5. Miscellaneous tasks

**QUALIFICATIONS:**
1. Dependable
2. Familiar with the Library of Congress Classification Scheme
3. Detail oriented (+)
4. Accurate and conscientious
5. Able to work independently with minimal supervision