LIBRARY STUDENT JOB DESCRIPTION

**JOB TITLE:** Music Listening Student Assistant

**JOB SUMMARY:** Assists in the Music Listening Department in the processing of new music and serving all visitors.

**REPORTS TO:** Head of Music Listening

**SCHEDULE:** 10 or 20 hours per week, weekdays between 8:30-12:00 or 1:00-4:30. No nights or weekends.

**DUTIES:**
1. Search for resource material
2. Photocopying
3. Word Processing
4. Knowledge of the library’s online catalog
5. Filing Skills
6. Assist with shelving material resources in the department
7. Keeping up with students I.D.’s, driver license and head phones
8. Other duties as needed

**QUALIFICATIONS:**
1. Courteous
2. Dependable.
3. Detail- To adjust or adapt to any particular situation.
4. Able to work independently with minimal supervision.