LIBRARY STUDENT JOB DESCRIPTION

JOB TITLE: Ask Here Desk Assistant

JOB SUMMARY: Assists in processing and re-shelving materials in the reference collection.

REPORTS TO: Head of Reference

SCHEDULE: 2 hours per day, 2 or 3 days per week, weekdays, between 8:30 a.m. and 4:30 p.m.

DUTIES:
2. Assist with special projects
3. Shelf-read the reference collection on a regular basis
4. Answer directional questions
5. Assist students with photocopiers, and fax
6. Answer telephone

QUALIFICATIONS:
1. Dependable
2. Attention to detail
3. Familiar with the Library of Congress Classification System
4. Able to work independently with minimal supervision