LIBRARY STUDENT JOB DESCRIPTION

JOB TITLE: Ask Here Desk Assistant
SECOND & THIRD FLOORS

JOB SUMMARY: Maintain the Information Desk on the assigned floor; other duties as assigned

REPORT TO: Information Resources Librarian

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

DUTIES:
1. Answer directional questions
2. Assist computer users with kiosk work stations
3. Assist library users in locating books through the online catalog
4. Assist library users in locating books on the shelves
5. Answer telephone
6. Assist with special projects as needed
7. Assist with re-shelving materials as needed

QUALIFICATIONS:
1. Dependable
2. Attention to detail
3. Basic computer skills
4. Able to work independently with minimal supervision