LIBRARY STUDENT JOB DESCRIPTION

JOB TITLE: Camille Shade/Special Collections Assistant

JOB SUMMARY: Assist in the Camille Shade/ Special Collections Department.

REPORT TO: Head of Special Collections

SCHEDULE: Varies: approximately 10-20 hours a per week, between 8:00am – 4:30 pm

DUTIES:

1. Answer directional questions
2. Assist library users in locating books through the online catalog
3. Assist library users in locating books on the shelves
4. Assist with re-shelving materials
5. Assist library users utilizing the microfilm reader machine
6. Answer telephone
7. Assist with special projects as needed

QUALIFICATIONS:

1. Dependable
2. Have working knowledge of computers, scanners, and copy machine
3. Good communication skills
4. Excellent customer service skills