Circulation Student Assistant
(8-10 hours per week)

Responsibilities

● Check in and out library materials for patrons
● Sort and shelve books
● Process incoming and outgoing I-Share items
● Answer basic informational, directional, and library policy questions
● Assist with document delivery and ILL scanning
● Answer phone calls
● Accept payment for fines, fees, printing and coffee sales
● Stack maintenance
● Help troubleshoot patron issues with copying, printing, and scanning
● Assist with opening and closing procedures
● Other duties as assigned

Qualifications

● Eligibility for federal work-study funds preferred
● Ability to follow direction, accept correction and work independently
● Ability to pay attention to detail, including alphanumeric sequences
● Ability to operate library technology and systems
● Skilled in critical thinking and problem solving
● Flexibility in scheduling
● Dependability and punctuality
● Demonstrated interpersonal and customer services skills, including written and oral communication
● Physical ability to sit, stand, and push a full cart of books. Must be able to lift up to 25 lbs