

JOB DESCRIPTION

Department: Library

Job Title: Library Student Worker

Job Summary:

We are seeking a diligent and detail-oriented student to join our Library team as a Student Worker. This role offers an excellent opportunity for you to develop valuable skills in customer service and library management, while supporting the library's day-to-day operations. Prior library experience is helpful but not required.

Note: Federal work-study award is required to apply for this position. If you are unsure of your eligibility, please contact the Financial Aid Office in E101.

Description of Job Duties:

- Provide customer service to library patrons.
- Process and prepare new books for circulation.
- File and shelve books accurately.
- Perform general office duties, including utilizing Microsoft Office programs.
- Maintain a high level of attention to detail in all tasks.

Specific Experience and Skills Required:

- Detail-oriented and organized.
- Prior library experience is helpful but not necessary.
- Basic proficiency in Microsoft Office programs.

Licenses or Training Required:

No specific licenses are required for this position. Training will be provided to help develop the skills necessary for this role.

Hours Needed to Work:

Flexible hours, to be determined in consultation with the supervisor.