

**JOB ANALYSIS
CSC WORK STUDY PROGRAM**

Date: July 1, 2016
Department: Library
Job Title: Student Worker
Supervisor: Amy Caulkins
Extension number: 5290

Specific Experience and Skills Required:

Detail oriented
Prior library experience helpful

Licenses or Training Required:

Training provided

Hours Needed to Work:

Flexible

Description of Job Duties:

Wait on library customers
Process new books
File
Shelve books
General office - Microsoft Office program
Detail-oriented