Position Description - Library Student Assistant (Summer)

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<th>Department: Library</th>
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<td>Position Title: Library Student Assistant</td>
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Scope
Library Student Assistants are responsible for the operation of the circulation desk and are the front face of the library. They are customer service oriented and comfortable interacting with people using the library. They also are responsible for the circulation (checking in and out) of materials and equipment, and answering basic questions for people using the library. Summer student employees will be assigned to other functions of the library such as, book processing, periodicals, special collections, or ILL.

SKILLS ACQUIRED/DEVELOPED ON THE JOB
1. Learn about library resources and operations
2. Improve communication, interpersonal and public services skills.
3. Improve organizational skills
4. Knowledge of Library of Congress organization

QUALIFICATIONS, HOURS, AND COMPENSATION
Applicants for this position must demonstrate good communication skills, customer service skills and good job knowledge, specifically,
- Ability to interact with the public
- Comfort with computers
- Dependable, responsible, punctual, flexible

Hours worked will be as assigned during the hours that the library is open. The library is generally open 8:30-5pm or 6pm during the summer. Library Assistants will also work the week of First Year orientation during which the library will be open until 9pm. More on library hours here - http://libguides.transy.edu/hours Summer Library Student Assistants work 7.5 hours/day for a 37.5 hour work week.

Compensation is $8.20/hour.

Library Student Assistants must be an enrolled Transylvania student.

ACCOUNTABILITY
Library Student Assistants are under the direct supervision of the Reference & Instruction Librarian, though indirect supervision may occur under any number of other staff members, including especially Student Managers, the Interlibrary Loan Specialist/Night Supervisor, and the Head of Public Services.

SPECIFIC RESPONSIBILITIES
Library Student Assistants responsibilities include the following:
- Aiding the public with their questions
• Directing questions to the appropriate staff member
• Providing general information to users, including hours and room schedules
• Checking materials in and out
• Recording browse counts on items used in the building
• Shelving library materials
• Answering the telephone and directing calls
• Assisting with copies and recording copy charges
• Opening and closing the library
• Assisting staff with special projects
• Assisting users with the navigation of the building
• Delivering and sorting mail

In addition, Summer Library Assistants will be assigned to work with other services in the library such as

• Assisting with interlibrary loan
• Handling incoming periodicals
• Special Collections work
• Featured items and new book shelf management
• Creating flyers and signs for the building
• Wrapping and physically processing monographs