Position Description - Library Student Assistant (Workstudy)

Department: Library
Supervisor: TBD
Telephone: 233-8225
Email: library@transy.edu
Position Title: Library Student Assistant

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.

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 8am - 2am. The number of hours worked are limited by the amount awarded in the financial aid package. Students usually work approximately 6.5 hours/week. More on library hours here - [http://libguides.transy.edu/hours](http://libguides.transy.edu/hours)

Library Student Assistants must be an enrolled Transylvania student and must have workstudy awarded in their financial aid package. Compensation is $8.20/hr.

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

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- 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, all Library Assistants have the opportunity to help with special events, including guest speakers, outreach events, parties, etc.

The majority of student workers are employed at the service desk. This is the first role that students assume upon beginning their work study position at the library. As they advance in this role, they may find more specialized, independent work with more flexible hours, including the following responsibilities:

- Assisting with interlibrary loans
- Handling incoming periodicals
- Archival work
- Featured items and new book shelf management
- Creating flyers and signs for the building
- Contributing to the library’s social media accounts
- Wrapping and physically processing monographs