

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Education**

Most Recently Updated 03/29/99

Position Title: Student Curriculum Librarian  
Must work 15 hrs/wk.

#### **I. Grade Level: 4**

#### **II. Description:**

##### **A.** The following are the essential duties for a Curriculum Librarian in the Educational Studies Department:

1. Supervise entire operation of the Curriculum Library, including fellow student staff, who number from 1-4 at any given time.
2. Order books for library after working with faculty to make decisions about which to order.
3. Sort and shelve books.
4. Teach staff how to enter new books daily into College computerized card catalog.
5. Determine which supplies to order; order supplies.
6. Confer with faculty advisor to library on changes or suggestions for improvement.
7. Keep schedule of open hours of library posted and communicate hours widely.
8. Ensure staff is working at library at hours agreed to.
9. Do and delegate janitorial work in library.
10. Help library users check out books.
11. Performs other job-related duties as assigned.

##### **B.** The following are *possible additional* duties for this position: None beyond those described as essential above.

#### **III. Learning Opportunities:**

- A.** Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B.** Supervision and delegation of fellow students' work, and tactful troubleshooting as problems arise with this.
- C.** Identifying important books to student and faculty needs and ability to discuss these with faculty.
- D.** Establishing a sense of teamwork in the Curriculum Library, and mutual sharing of responsibility for good library functioning.
- E.** Highly developed sense of service to library users.

**IV. Basic Qualifications:**

- A.** General: Reliability, independent worker, self-starter, confidence in own ideas. Have worked in departmental office for at least one year and proven ability to do good work reliably and independently. Have worked at least one semester as staff in Curriculum Library.
- B.** Skill: Computer data entry skills.
- C.** Physical: Ability to carry heavy books.
- D.** Academic: none.

**V. Desirable Qualifications:**

- A.** Supervisory experience helpful.
- B.** Have worked satisfactorily in departmental office and demonstrated ability to work independently.
- C.** Prefer Education majors.

**VI. Narrative Summary:**

Student supervised entire operation of the Curriculum Library, including fellow student staff, who number from 1-4 at any given time. Student ensured fellow workers worked hours committed to; did and delegated cleaning work in the library; sorted, shelved, and helped users check out books; and taught fellow student librarians how to enter new books into computerized card catalogue of College. Student consulted with faculty about books to order, and ordered them; and ordered supplies.