

approved

STUDENT LABOR POSITION DESCRIPTION

Education

Most Recently Updated 03/29/99

Position Title: Student Librarian/Curriculum Library Aide
Must work 10 hrs/wk.

I. Grade Level: 2-3

II. Description:

A. The following are the essential duties for a Librarian/Curriculum Library Aide in the Educational Studies Department:

1. Sort and shelve books.
2. Haul books from drop-off point downstairs upstairs to library.
3. Enter new books daily into College computerized card catalog.
4. Order new books and supplies.
5. Do janitorial work in library.
6. Help library users check out books.
7. Perform 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.** If Grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- B.** If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- C.** Variety of essential library procedures: sorting, shelving, checking out, and ordering books.
- D.** Use of computerized card catalog system.
- E.** Customer service.

IV. Basic Qualifications:

- A.** General: Responsible and enthusiastically interested in library work.
- B.** Skill: Good alphabetical and numerical sequencing abilities (for filing, shelving, and data entry on computerized card catalog system).
- C.** Physical: Ability to lift heavy books and carry them.
- D.** Academic: none.

V. Desirable Qualifications:

- A.** Supervisory experience helpful.
- B.** Have worked satisfactorily in Departmental office and demonstrated ability to work independently.
- C.** Have worked as staff in Curriculum Library for at least one semester and train into job.
- D.** Prefer Education majors.

VI. Narrative Summary:

hauled
catalog, and did

**Student sorted, shelved, ordered, and checked out books. Student also
books from user drop-off, entered new books into computerized card
janitorial work in library.**