

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Hutchins Library - Acquisitions**

Most Recently Updated 12/07/00

Position Title: Apprentice 1  
Must work 10 hrs/wk.

**I. Grade Level: 1**

**II. Description:**

**A.** The following are the essential duties for an Acquisitions Apprentice I (Order Clerk), with limited supervision:

1. Sorts & distributes mail
2. Verifies book request information on BIP
3. Searches library holdings on BANC
4. Files order cards
5. Processes vendor reports
6. Searches for & prepares book reviews
7. Handles deliveries & pick-up on campus
8. Handles library deliveries at receiving door
9. Performs other job-related duties as assigned.

**B.** The following are possible additional duties for this position:

1. Additional training for advanced skill duties.
2. See that the workplace and environs are clean.

**III. Learning Opportunities:**

- A.** Learns basic skills used in the department.
- B.** Sense of responsibility

**IV. Basic Qualifications:**

Training within Acquisitions is based on office work need and individual skills and readiness to grow within the job. All students employed in the Department are expected to possess and demonstrate the following:

- the ability to learn BANC (Berea Automated Networked Catalog)
- accuracy and pride in their work
- responsible academic, labor and personal behavior within the College

- A.** General: Promptness and dependability, respect for materials and property, willingness to learn library work and to assume increasing responsibility.
- B.** Skill: Basic oral and written communication skills.
- C.** Physical: Normal health. Some lifting may be required.
- D.** Academic: No specific background.

**V. Desirable Qualifications:**

- A. Ability to type.
- B. Computer experience.
- C. Prior library experience.

**VI. Narrative Summary:**

During the course of employment, student processed vendor reports and verifies book request information on a BIP database. Student handled deliveries and sorted and distributed mail. Student also helped maintain a safe, clean environment. In addition, student performed additional job-related tasks as assigned.