

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Hutchins Library - Acquisitions**

Most Recently Updated 12/07/00

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

**I.       Grade Level: 2**

**II.       Description:**

**A.** The following are the essential duties for an Acquisitions Apprentice II (Order/Receiving Clerk):

**ORDER CLERK II**

1. Creates book orders on ACK/DYNIX (online orders)
2. Prints book orders
3. Forwards orders to vendor (postal/FAX/electronic)
4. Performs other job-related duties as assigned.

**RECEIVING CLERK II**

1. Opens book shipments & matches with order cards
2. Verifies accuracy of shipment on receiving reports
3. Verifies accuracy between ACK/DYNIX order record & book
4. Enters receiving data on ACK/DYNIX
5. Moves books to Cataloging Department
6. Assists Accounts Payable Clerk (vendor statements/files)
7. Performs other job-related duties as assigned.

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

1. Perform all duties listed for Apprentice 1.
2. Assist in training grade level 1 employees.
3. See that the workplace and environs are clean.

**III.      Learning Opportunities:**

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

**IV.      Basic Qualifications:**

- searching experience on BANC
- 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. Depending on position title, student created book orders and forwarded orders to vendor, or verified accuracy of shipment to library and entered receiving data in a database. Student handled deliveries and sorted and distributed mail. Student also helped maintain a safe, clean environment and helped train grade 1 employees. In addition, student performed additional job-related tasks as assigned.