

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Hutchins Library - Cataloging**

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 Apprentice II in the Cataloging Department:

1. Assigns classification numbers and verifies their uniqueness.
2. Edits records in the online database for production of catalog cards and makes labels.
3. Resolves inventory and database problems.
4. Performs any of the duties of Apprentice I.
5. Resolves database problems for authority records.
6. Processes receipts of gifts from new donors.
7. Performs other job-related duties as assigned.

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

1. See that the workplace and environs are clean.

**III. Learning Opportunities:**

- A. Classification skills.
- B. Quality control process for the database.
- C. Strategies for resolving problems.
- D. Teamwork

**IV. Basic Qualifications:**

- A. General: Promptness and dependability, respect for materials and property, commitment to service, willingness to learn library work and to assume increasing responsibility.
- B. Skill: Good oral and written communication skills.
- C. Physical: Normal health. Some lifting and shifting of books required.
- D. Academic: No specific background.

**V. Desirable Qualifications:**

- A. Demonstrates accuracy, thoroughness, and attention to detail.
- B. Demonstrates computer skills.
- C. Is responsible and productive.
- D. Demonstrates initiative.

**VI. Narrative Summary:**

During the course of employment, student physically prepared library materials for patron usage. Student assigned classification numbers and verified their uniqueness. Student used databases to search for, track, and identify library materials and resolved database problems with inventory and authority records. Student also is responsible for office procedures, including processing microfiche, mending materials, processing gifts from new donors, and filing in various catalogs. Student helped maintain a safe clean environment and, in addition, performed additional job-related tasks as assigned.