

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Hutchins Library - Circulation**

Most Recently Updated 12/07/00

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

**I. Grade Level: 1**

**II. Description:**

**A.** The following are the essential duties for an Apprentice 1 in the Department, under the supervision of the Circulation Staff:

1. Receives extensive training and practice in basic circulation work, which includes computerized check in and check out of all circulating materials, registration of new patrons, reserve operations, all other general circulation desk duties, and appropriate public demeanor and appearance.
2. Acquires basic knowledge of the online catalog.
3. Performs regular departmental housekeeping tasks, such as shelving books, dusting, etc.
4. 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.** Learns to meet a schedule
- B.** Learns basic skills used in department
- C.** Develops personal skills to work with public and peers

**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: Basic oral and written communication skills.
- C.** Physical: Some lifting and shifting of books required. Sight and hearing adequate to do such regular aspects of the job as shelf reading, telephone service etc.
- 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 received extensive training and practice in circulation work. Student gained experience working with an online catalog. Student also helped ensure a safe clean environment by performing housekeeping tasks including cleaning, dusting, and shelving books. In addition, student performed additional job related tasks as assigned.