

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library - Circulation

Most Recently Updated 12/07/00

Position Title: Assistant
Must work 10 hrs/wk.

I. Grade Level: 3

II. Description:

A. The following are the essential duties for a Circulation Assistant in the department:

1. Assumes the duties listed for Circulation Apprentice I and II
2. Becomes proficient in using the automated circulation system, assumes more responsibility for desk duties.
3. Assumes other duties as directed.
4. Performs other job-related duties as assigned.

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

1. A Circulation Assistant may perform duties such as reserve processing, student/faculty charge processes, look up prices of new books. etc. depending on the needs of the department and individual abilities.
2. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** Learns to take initiative
- B.** Continues to identify problems and have solutions
- C.** Respect for department
- D.** Commitment

IV. Basic Qualifications:

- A.** General: Promptness and dependability, respect for materials and property, commitment to service, initiative, willingness engage in ongoing training and to assume increasing responsibility.
- B.** Skill: Basic oral and written communication skills. Thorough acquaintance with departmental policies and procedures.
- C.** Physical: Some lifting and shifting of books required. Sight and hearing adequate perform such regular aspects of the job as shelf reading, telephone service.
- 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 and the automated circulation system, as well as, assumed a greater responsibility for desk duties. 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.