

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library - Circulation

Most Recently Updated 12/07/00

Position Title: Associate
Must work 10 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for a Circulation Associate, under the direction of the Circulation Staff, with limited supervision,

1. Performs the duties listed for Circulation Assistant
2. Assumes senior responsibility for library building and operations during times when no full-time library staff is present. This may include responsibility for closing the building.
3. Assists Circulation Staff in training and supervising
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. Articulate policies to patrons
- B. Make independent judgements
- C. Help to train new students
- D. Master procedures of department

IV. Basic Qualifications:

- A. General: Commitment to service, initiative, high level of maturity, independent judgment.
- B. Skill: Excellent oral and written communication skills. Thorough acquaintance with library policies and procedures.
- C. Physical: Some lifting and shifting of books required. Sight and hearing adequate to perform 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. Willingness to contract for at least 12 hours per week if needed.

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 senior responsibility for library building in the absence of full-time staff members. 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.