

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library - Circulation

Most Recently Updated 12/07/00

Position Title: Senior Associate
Must work 15 hrs/wk.

I. Grade Level: 5

II. Description:

A. The following are the essential duties for a Circulation Senior Associate in the Department, under the direction of the Circulation Staff, with minimal supervision:

1. Performs the duties listed for Circulation Associate.
2. Helps Circulation Staff plan and implement the department's training program.
3. Assists Circulation Staff in the supervision and evaluation of student workers;
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.** Scope of responsibility is highest
- B.** Learns to train and supervise peers
- C.** Possibility to make suggestions for policy change
- D.** Develops awareness of potential problems and solutions
- E.** Has pride in work and workplace
- F.** Self motivated

IV. Basic Qualifications:

- A.** General: Commitment to service, initiative, high level of maturity, independent judgment; willingness to accept responsibility; confidentiality.
- B.** Skill: Excellent oral and written communication skills. Excellent Circulation 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.

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 helped plan and implement departmental training programs and helped supervise and evaluate other student workers. 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.