

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Hutchins Library - Reference**

Most Recently Updated 06/13/00

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

**I.       Grade Level: 1**

**II.      Description:**

**A.** The following are the essential duties for a Reference Apprentice in the Department, under the supervision of the Reference Staff:

1. Receives extensive training and practice in basic reference work, which includes a thorough acquaintance with standard print, mechanical, and computerized reference sources; skills in conducting reference interviews; and appropriate public demeanor and appearance;
2. Performs assigned clerical tasks, such as filing, inventory, checking bibliographies etc.;
3. Performs regular departmental housekeeping tasks, such as shelving books, dusting, etc.;
4. Assumes other duties as directed.

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

1. Assists in library web page maintenance
2. Assists the Electronic Services Coordinator as assigned
3. Sees that the workplace and environs are clean.

**III.     Learning Opportunities:**

**A.** Sense of responsibility

**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 reference, 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 reference work, which includes a thorough acquaintance with standard print, mechanical, and computerized reference sources. Student assisted in the maintenance of the library web page, and performed clerical

**VI. Narrative Summary (cont.):**

duties. Student also assisted in maintaining a safe, cleanly environment. In addition, student performed additional job-related tasks as assigned.