

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library - Reference

Most Recently Updated 06/13/00

Position Title: Reference Assistant
Must work 10 hrs/wk.

I. Grade Level: 3

II. Description:

A. The following are the essential duties for a Reference Assistant in the Department, under the supervision of the Reference Staff, with limited supervision:

1. Assumes the duties listed for Reference Apprentice II
2. Becomes proficient in answering increasingly complex and difficult reference questions;
3. Assumes other duties as directed.

B. The following are possible additional duties for this position, depending on the needs of the department and individual abilities:

1. May perform Interlibrary Loan duties, such as processing requests, maintaining records, etc.
2. Assists in library web page maintenance
3. Assists the Electronic Services Coordinator as assigned
4. 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, 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 to perform 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.** Willingness to contract for at least 12 hours per week if assigned Interlibrary Loan responsibilities.

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 duties. When needed, student assisted in processing interlibrary loans and became proficient in

VI. Narrative Summary (cont.):

answering complex questions about the reference section of the library. Student also assisted in maintaining a safe, clean environment. In addition, student performed additional job-related tasks as assigned.