

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library - Reference

Most Recently Updated 06/13/00

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

I. Grade Level: 4

II. Description:

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

1. Performs the duties listed for Reference Assistant;
2. Assumes responsibility for library building and operations during times when no full-time library staff is present. This includes responsibility for closing the building.
3. Assists Reference Librarians in training and supervising
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: 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 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 needed.

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 answering complex questions about the reference section of the library. Student assumed

VI. Narrative Summary (cont.):

responsibility for the building in the absence of a fulltime staff member and assisted in training student employees. Student also assisted in maintaining a safe, cleanly environment. In addition, student performed additional job-related tasks as assigned.