

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library - Reference

Most Recently Updated 06/13/00

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

I. Grade Level: 5

II. Description:

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

1. Performs the duties listed for Reference Associate;
2. Helps Reference Staff plan and implement the department's training program;
3. Assists Reference Staff in the supervision and evaluation of student workers;
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; willingness to accept responsibility; confidentiality.
- B. Skill: Excellent oral and written communication skills. Excellent reference 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 helped planning and implement departmental policies, as well as, supervising other students. Student also assisted in maintaining a safe, cleanly environment. In addition, student performed additional job-related tasks as assigned.