

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library -Serials
Most Recently Updated 11/25/00

Position Title: Assistant
Must work 10 hrs/wk.

I. Grade Level: 3

II. Description:

- A. The following are the essential duties for an Assistant in the Serials Department, with limited supervision:
 - 1. All duties listed for Periodical Apprentice I position.
 - 2. Eligible for training for Serials processing in addition to Periodicals.
 - 3. Set-ups for new titles.
 - 4. Training for editing periodical subject lists.
 - 5. Training for temporary binding.
 - 6. Training for binding preparation and processing.
 - 7. Performs other job-related duties as assigned.

- B. The following are possible additional duties for this position: depending on the Serials Department requirements:
 - 1. Assist patron in locating materials.
 - 2. Assist patron with searching BANC.
 - 3. Assist Office with mail pick-up when necessary.
 - 4. Assist in situations of necessity as requested by Supervisor.

III. Learning Opportunities:

- A. Building upon previous experience; extended training with Dynix
- B. Possibility of training with OCLC

IV. Basic Qualifications:

Visitation is not to be encouraged while on duty. Dress code, as such, does not exist; but the worker is expected to dress in a modest and presentable-to-the-public fashion.

- A. General: Prompt and dependable, attentive to detail and familiar with subscriptions for the library.
- B. Skill: Ability to write legibly and accurately, typing & keyboard ability, able to follow complicated directions and procedures.
- C. Physical: Normal health.
- D. Academic: No specific background.

V. Desirable Qualifications:

- A. Familiarity with Dewey Decimal System.

VI. Desirable Qualifications (cont.):

- B.** Computer experience.
- C.** Able to work with the public.

VI. Narrative Summary:

During the course of employment, student checked in and shelved periodicals and newspapers, cared for the copier machine, and replaced supplies. Student received training on editing periodical subject lists, temporary binding, and binding preparation and processing. Student helped maintain the microform collecting and rotated magazines and newspapers when needed. Student also helped maintain a safe clean environment. In addition, student performed additional job-related tasks as assigned.