

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library –Special Collections

Most Recently Updated 11/25/00

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

I. Grade Level: 2

II. Description:

A. The following are the essential duties for an Apprentice II in the Special Collections Department:

1. Serves at the Reception Desk; registers researchers.
2. Assumes the responsibility for the duties listed under the position of Special Collections Apprentice I.
3. Reads shelves and takes inventory.
4. Files material in the vertical files.
5. Performs other job-related duties as assigned.

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

1. Supervise Grade 1 employees
2. Photocopy material for patrons
3. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** Develops office skills
- B.** Develops database and word processing skills
- C.** Continues learning opportunities of Grade 1

IV. Basic Qualifications:

- A.** General: Prompt and dependable; respect for rules and property; previous experience as a Special Collections Apprentice I or pertinent experience elsewhere.
- B.** Skill: Some typing ability and computer skills.
- C.** Physical: Normal health. Some lifting may be required.
- D.** Academic: No specific background.

V. Desirable Qualifications:

- A.** Good at meeting the public.
- B.** Good interpersonal skills.

VI. Narrative Summary:

During the course of employment, student served at the Special Collections reception desk, retrieved boxes and files of archival material, and collected relevant clippings from newspapers and magazines. Student filed items in the vertical files, took inventory, and supervised Grade 1 employees.

VI. Narrative Summary (cont.):

Student handled books for patrons and ran errands in connection with the job. Student also assisted in maintaining a safe, cleanly working environment. In addition, student performed additional job-related tasks as assigned.