

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Interlibrary Loan Student Employee
Cole Library
Cole Library
Machele Pelkey/Kristin Reimann
Academic Year
\$7.25

Assists with the processing of interlibrary loan requests, including our library patrons' borrowing items from other libraries, as well as lending items to other libraries.

Principal Duties and Responsibilities

Process requests, prepare books and articles to be sent out , and process incoming books and articles

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

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Expectations

Pay close attention to detail, dependability

Working Conditions

Mostly computer work, but also retrieving books from shelves, packaging items to be mailed, and transporting them to the library mail room.

Other

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