

**Cole Library late night Circulation Assistant**

**Location: Cole Library**

**Length of Employment: Academic Year**

**Wage: \$7.50 per hour**

**Supervisor- Andrea Dusenberry**

The late night circulation workers are experienced student library assistants who see to the smooth operation of the circulation department and library during late evening hours.

**Principal Duties and Responsibilities:**

1. Present professional appearance and manner.
2. Staff circulation desk.
3. Charge and discharge materials
4. Respond to information requests, (both in person and on the phone), by directing patron to reference desk or other appropriate area.
5. Take messages and transfer accurately.
6. Adhere to library policies and procedures.
7. Clean coffee urns and cart before closing time.
8. Assist in closing of library.
9. Assist in maintaining the appearance of the library, keeping it neat and orderly.
10. Assist with general library duties as required.
11. Work final examination week shifts.
12. Schedule work hours for each block, unless prior approval of circulation coordinator is obtained.
13. Must be punctual.
14. Record and report problems or any unusual situations to circulation coordinator.
15. Attend mandatory meetings each block.
16. Carry out tasks as assigned.

**Minimum Qualifications Needed to Perform Job:**

One year Cole Library experience; ability to work in a professional manner with coworkers and library patrons; excellent communication skills; excellent attendance record; ability to work with little supervision