

Weekend Student Building Manager- 2014-2015

Supervisor: Andrea Dusenberry

Job Wage or Rate: \$8.00

Job Summary:

The weekend student building managers are experienced library assistants who see to the smooth operation of the circulation department and library during weekend hours.

Principle duties and responsibilities:

1. Present professional appearance and manner.
2. Open library
3. Staff circulation desk.
4. Charge and discharge materials
5. Respond to information requests, (both in person and on the phone).
6. Take messages and transfer accurately.
7. Adhere to library policies and procedures.
8. Assist in maintaining the appearance of the library, keeping it neat and orderly.
9. Assist with general library duties as required.
10. Schedule work hours for each block, unless prior approval of circulation coordinator is obtained.
11. Arrange substitutes from this group when it's necessary to be out.
12. Must be punctual.
13. Record and report problems or any unusual situations to circulation coordinator.
14. Attend mandatory meetings each block.
15. Carry out tasks as assigned.

Additional Job Qualifications:

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.