

Cole Library

Student Assistant to Circulation Coordinator

Reports to: Circulation Coordinator, Library Director

Under the direction of the Circulation Coordinator, assists with the daily operations of the circulation department, including customer service, collecting data, training, assisting with scheduling, processing reserves and other duties as assigned.

This is an approximately 8-10 hour per week position

Key responsibilities:

Collects syllabi each block, enters information in spreadsheet and assists with filling class-time shifts

Helps develop shelf reading schedules

Oversees shelving

Keeps shelving end signs up to date

Assists each block with processing reserve items

Mentors and assists in training of new workers

Provides circulation desk duties in an as needed capacity

Performs other duties as assigned

Experience: At least one year, preferably two, as a student circulation assistant at Cole Library.

Knowledge required:

Present professional appearance and manner

Strong customer skills

Understanding of all requirements of working at the circulation desk

Adhere to library policies and procedures

Assist in maintaining the appearance of the library, keeping it neat and orderly

Assist with general library duties as required

Schedule work hours for each block

Communicate through departmental emails as necessary.

Must be punctual

Record and report problems or any unusual situations to circulation coordinator

Attend mandatory meetings each block

Carry out tasks as assigned

Minimum Qualifications Needed to Perform Job:

Willingness and ability to work an established schedule; accuracy with alpha/numeric sequences; attention to detail; ability to use computers and a library automation system; ability to work without close supervision; dependability; good interpersonal communication skills; physical ability to stand, bend and lift books.