

Job Description
Russell D. Cole Library
Cornell College

Job Title: Serials Department Student Employee (Balcony)
Supervisor: Serials Assistant, Technical Services Assistant
Wage Range: \$7.25 / hour
Length of Employment: Academic year

Summary: Assist staff in maintaining serials collection; assist patrons in accessing it.

Principal Duties: Assist patrons seeking materials or with general library questions
Assist patrons in using microform reader-printers
Accurately shelve new materials
Accurately discharge and reshelve materials that patrons have used
Shelf-read stacks
Perform routine tasks for maintaining microform reader-printers and keeping them clean
Perform routine tasks to keep the setting neat and orderly
Assist staff with preparing print materials for binding at the bindery.
Perform technical tasks that can be performed well on the fourth floor, as assigned,
Report concerns, ask questions, and make suggestions in order to make the serials collection and fourth floor area the best that they can be.
Perform other duties or assist with projects as assigned

Skills: Customer Service / Public Relations
Cataloging
Shelving Books
Close attention to detail
General computer competency

Expectations: Skill, consideration, and encouraging manner for assisting patrons
Care and accuracy and caring for materials and equipment
Great attitude about learning new tasks
Punctuality and consistent attendance