

MVNU Student Employment Job Description

JOB TITLE: Library Student Assistant

DEPARTMENT: Library

REPORTS TO: Gayle Riedel, Assistant Director and Student Staff Supervisor

REQUIREMENTS:

- **Recommended Education/Training:** On the job training provided.
- **Experience/Background/Knowledge:** Experience with PC systems, Microsoft Office Applications. General library knowledge. Customer focused.
- **Skills:** A desire to help students, faculty, and staff. Dependability in following schedules and procedures. Ability to work with people in stressful situations. Customer-service oriented approach to problem solving. Effective verbal and written communication skills.
- **Attire on the Job:** Business Casual
- **Expectations:** Provide a professional, organized, and efficient office environment. Exhibit a Christ-like attitude in all assigned duties. Able to work in groups and individually.
- **Special Requirements:** Evening and weekend hours are normally required.

DUTIES (include but not limited to):

- Preparing materials for circulation
- Care of current collection
- Customer Service including: OhioLINK, General Circulation, ERC work orders, general reference questions, use of Square register for monetary transactions
- Shelve books
- Office duties
- Opening and closing the building
- Other duties as assigned

“LEAD” DUTIES (include but not limited to):

- Duties listed above
- Interlibrary Loan
- Copy cataloging
- Serials check-in
- Special projects
- Supervisory duties when Full Time Staff is unavailable
- Closing duties

NORMAL WORKING HOURS and DAYS: Hours for this position will vary, but will be required to work during normal library hours. Schedules are set at the beginning of the semester for the entire semester with student input.