

Job Information

Job Title: Student Library Assistant--Circulation

Work Location: Library Circulation Desk

We are open 7 days a week. Work up to 19 hrs per week, flexible around your class schedule.

Summary:

The Student Library Assistant--Circulation assists full-time circulation staff in the ongoing operation and support of the Circulation Department which is the main service desk for all library users.

Job Description

Under the supervision of Library Circulation Specialists, Student Library Assistants are the frontline staff at the Library's Circulation Desk, responsible for providing friendly, prompt, courteous, and efficient customer service to all library users, including students, staff, faculty, and community members. Student Library Assistants support Library Circulation Specialists in the daily operation and organization of the Library.

Essential Duties and Expectations:

- Provide efficient, respectful customer service to all library users
 - Conduct basic book searches, referring to other service points as appropriate
 - Operate main phone line for the Library, renewing library material, providing directional assistance, taking messages, transferring to other departments on campus when necessary
 - Assist library users in resolving minor technological issues, routing to Library IT Help Desk as needed
 - Use library software to facilitate the circulation of library material
 - Have a basic understanding of computers and technology, and/or have the ability to learn, as needed
 - Maintain a clean and neat personal appearance
 - Have the ability to follow and understand detailed written and verbal instructions.
- Assist circulation staff in the maintenance of library collections
 - Conduct ongoing inventory of library material
 - Effectively shelve library material and notify supervisors of errors in shelving
 - Assist in large shifting, deselection, and/or moving projects
 - Ability to learn the Library of Congress classification systems with training
- Support library staff in maintaining organized and clean library spaces
 - Visually scan library collections for proper order and neatness, adjusting as needed
 - Restock basic library supplies and maintain overall cleanliness of library spaces
- Understand and uphold all library and college policies including but not limited to:
 - Punctuality, reliability, and ability to work scheduled shifts
 - Protect the privacy of library users and their respective library records
- Other duties as assigned by supervisor, Library Directors and/or Administration

Desired Qualifications

- Ability to work independently and seek out projects from library staff
- Experience providing positive customer service and/or effective problem-solving with members of the public
- Desire to take the initiative on projects, and enthusiasm for learning new skills
- Effective written and verbal communication
- Be willing and able to work some nights and weekends, if needed

Physical Demands

- Ability to climb step stools, reach and bend to all levels of shelving
- Ability to stand or sit for extended periods
- Physical ability to maneuver trucks of books and other large items (occasional lifting, boxes of paper 30-50 pounds)

Salary

\$8.00/hour

Type of Job

Work Study

Job Location

On Campus

Job Requirements

Degrees Wanted

None Required

Majors Wanted

Job Targets Wanted

Special Skills Wanted

No Information Provided

Other Requirements

Complete student employment application and page 2 with your availability. Take both pages with you to interviews:

<http://www.caspercollege.edu/career/downloads/LibrarySchedule14-15.docx>

Call or stop by the library to schedule a job interview. You may be asked to interview when you arrive.

Position (choose one): Circulation Desk IT Help Desk Date _____

Full Name _____

Casper Address _____

City _____ State _____ Zip _____

E-mail Address _____ Phone Number _____

Permanent Address _____

City _____ State _____ Zip _____

Skills (resume recommended) _____

Please place an X where you cannot work How many hours would you like to work (up to 19): _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00							
7:00-8:00							

By completing this application, you are certifying that the information is correct to the best of your knowledge. If this application leads to employment, understand that false or misleading information in this application or interview may result in termination.

Applications will be kept for six months from application date.