

GTU STUDENT EMPLOYMENT OPPORTUNITY

Posting date: 01/02/2018

Department/Organization: GTU Library, Public Services

GL Account #: 11_07100_10_32_7003_51512 (Federal Work Study or FWS)

11_07100_10_32_7003_51511 (Non-FWS/Institutional Work Study or IWS)

Supervisor: Head of Access Services

Job title: **Student Assistant, Circulation**

Job description:

Assist staff in daily library procedures and operations, specifically concerning stack maintenance and patron services.

Responsibilities:

- Using the Library of Congress classification system, performs a variety of routine manual library support tasks including: sorting, shelving, stacking, and retrieving a wide variety of library materials.
- Conducts shelf reading for accuracy, shifts and transports books and other library materials to assigned areas of the library as directed
- Provides information to library users including use of library catalogs, general circulation and operational policies, and referring to appropriate library divisions.
- Interacts with the public performing routine circulation functions, answers the phone and patron inquiries
- Assists library staff in related areas as requested

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Skills

- Student of a GTU Member School
- Capable of lifting 50 pounds
- Able to work independently
- Accuracy with alpha-numeric sequences
- Able to work cooperatively and courteously with staff and the public
- Fluent in English
- Good work attendance history

Desired Skills

- Familiarity with the LC Call number system
- Experience working in a library or bookstore environment
- Attentive to details

Hours per week: 8-12 (to be worked in 4 hour shifts), some evening and weekend hours required

Date job is to begin: **asap**

Hourly rate: \$13.75

Period of employment:

Preferred workdays:

Apply to: Jeffrey Jackson, Head of Access Services

Tel/Email: jjackson@gtu.edu

Application deadline:

Other comments: *Preference given to those with experience working in a library and those with Federal Work Study*