

GTU STUDENT EMPLOYMENT OPPORTUNITY JOB DESCRIPTION

Posting Date: 09/03/2021

Department: GTU Library, Public Services

Job Title: Student Circulation Assistant

Job description:

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

Responsibilities include:

- 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 patrons 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.

- 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.

Hours per week: 4-16 (to be worked in 4 hour shifts), some evening and weekend hours required.

Date job is to begin: immediately

Hourly Rate: \$16.32/hour

Contact: library@gtu.edu

Preference given to those with experience working in a library and/or those with
Work Study.