# JOB DESCRIPTION

# Student Worker – Library

JOB TITLE: Student Worker - Library

DEPARTMENT: Library

REPORTS TO: Director of Library Services

EDUCATION AND/OR EXPERIENCE REQUIRED:

* Current RCU student who is eligible for Federal Work Study
* Cumulative 2.0 GPA or higher

DUTIES & RESPONSIBILITIES:

Circulation Desk

* Answer phone and forward calls appropriately
* Check in and out books, course reserves and other library materials
* Accept payments for fines, book sale purchases & issue receipts
* Process holds, renewals and other patron requests
* Enter room reservations
* Answer basic informational, directional and library policy questions which could include helping patrons locate materials in the stacks
* Provide copy machine and printing assistance
* Refer patrons to library staff for research assistance
* Straighten tables and chairs
* Record exit gate count

Stacks Maintenance

* Shelve items
* Shelf-read the stacks in proper call number order
* Shift the collections (may include moving heavy carts and boxes)
* Clean/dust the collections

Other

* Deliver/post mail, run errands
* Repair materials
* Assist with processing MeLCat Interlibrary Loan requests
* Other duties as assigned by supervisors or the Director of Library Services

REQUIRED SKILLS AND ABILITIES:

* Ability to lift and move heavy carts and boxes
* Ability to work effectively with the public
* Perform routine library tasks with minimal supervision