

Student Library Assistant Position

Department: L.W. Nixon Library, El Dorado Campus

Position title: Student Library Assistant Number of positions available: 10
(15-20 hrs. per week)

Reports to: Martha Gregg, Public & Technical Services Librarian
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Narrative General Description:

The L.W. Nixon Library employs students to work as assistants part-time during the academic year. All interested applicants are asked to complete applications with the Department of Student Career Services as a first step. On that form, the applicant may request work in the library, and the Department of Student Career Services will then forward the applications to us.

It is the policy of the librarians to make the job of the student worker a meaningful work experience. All library employees must show a high level of academic achievement to be successful in their work in the library. Those working in the field of information management understand the importance of accuracy and service to others. High importance is placed on customer service, computer skills, the written and spoken forms of communication, and the ability to take instruction.

The work schedule will be adjusted to the student's class schedule as much as possible. Our work hours extend over a 69-hour week that includes weekday evenings until 9:00; 4 hours on Saturday; and 4 hours on Sunday.

II. Functional Responsibilities:

Operations:

- A. Shelving books and other media as trained. (We use the Dewey System.)
- B. Assisting patrons with their research needs in a thoughtful and courteous manner.
- C. Book processing under supervision.
- D. Dusting and other cleaning to maintain our collection.
- E. Graphic design and publicity efforts on campus

Technical/Computer work:

- F. Assigned portions of book processing and data maintenance.
- G. Cleaning of and Maintenance of computers and equipment

Circulation Desk/Information Desk:

- H. Working at the Circulation-Information Desk to provide materials check-out and information.
- I. Answering the telephone clearly and taking messages accurately.
- J. Keyboarding for word processing and data entry.

Library Latte Coffee bar:

- K. Customer service
- L. Maintaining cleanliness of all equipment and furniture
- M. Stock and fill items
- N. Perform cashiering
- O. Marketing & Promotion
- P. Other duties as assigned by the supervisor

II. Required Knowledge and Skills

- A. Ability to assist in an information service oriented environment.
- B. Ability to follow a supervisor's instructions.
- C. Ability to work with others.
- D. Knowledge of computer use.
- E. Ability to communicate clearly, accurately, and pleasantly.
- F. Knowledge of library purpose and services.

III. Required Experience

- A. Academic success that reflects some familiarity with library research.
- B. Has learned to become approachable by all age groups.
- C. Has shown a desire to learn.
- D. Demonstrated desire to serve the public.

IV. Personal qualities desired are the same for all library assistants:

- A. Punctual.
- B. Neat and clean in appearance.
- C. Use of appropriate speech and body language.
- D. Ability to complete class assignments on personal time.

VI. Comments: Work Study students will meet requirements of the Financial Aid Department by completing all signed documents required as well as the timely completion of WebTime Entry.