



# Student Aide

## Job Description

**JOB TITLE:** Student Library Assistant

**REPORTS TO:** Librarian

**DEPARTMENT:** Campus Library

**DATE:** November 2024

### **PRIMARY PURPOSE:**

To provide assistance in all areas of library operations in order to facilitate the highest possible functioning of the library.

### **QUALIFICATIONS:**

- Knowledge of basic computer and keyboarding skills.
- Ability to complete work without supervision.
- Ability to multi-task.
- Ability to pay attention to detail.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

- Circulate library materials.
- Shelf books and AV materials.
- Run and distribute overdue notices.
- Repair damaged books.
- Make photocopies.
- Assist with pulling materials for class research.
- Prepare books/AV to be discarded.
- Assist students with computer usage.
- Assist students and teachers in locating materials.
- Assist students/teachers with locating information in library online resources.
- Assist students/teachers with setting up and/or operating equipment.
- Check-in and shelve periodicals.
- Assist with library inventory.
- Create word processing documents.

- Assist with library publicity and special activities.
- Contribute to the positive image of the library.
- Help maintain a professional and welcoming atmosphere in the library.
- Participate in library promotional activities
- Other clerical duties as assigned by the librarian.