

Job Description

JOB TITLE: Library Assistant—ILL

SUPERVISOR: Marlene Neece

DUTIES:

- Processing incoming and outgoing DD/ILL requests.
- Packing and shipping outgoing requests.
- Unpacking and sorting incoming requests.
- May be assigned to other library projects on an as-needed basis.

SKILLS:

- Basic filing and computer skills such as printing, scanning and keyboarding.
- Must be able to lift books, push a book truck and stand for periods of time.

NUMBER OF HOURS: Up to 8 hours per week

NUMBER OF STUDENTS: 1

WORKING HOURS:

1 to 1.5 hours per day Monday through Friday. (Between 8:00 a.m. – 4:00 p.m.)