

Job Description

JOB TITLE: Library Assistant – E-ZBorrow

SUPERVISOR: Susan Nelson

DUTIES:

- Processing incoming and outgoing E-ZBorrow requests.
- Packing and shipping outgoing requests.
- Unpacking and sorting incoming requests.
- May fill in on an as-needed basis for DD/ILL projects under supervision of Susan Nelson.
- May fill in on an as-needed basis for other library projects under supervision of Susan Nelson.

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 6 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.)