

Circulation Student Assistant Job Description

1. JOB TITLE: Library Student Clerk/Circulation

2. JOB SUPERVISOR: Alysha Russo

3. JOB DESCRIPTION:

This student performs circulation desk operations including checking in and out of materials, locating reserve items, shelving and shelf-reading library materials, scanning and computer work, answering phone and patron questions concerning the library.

4. JOB SKILLS:

This student must be punctual, dependable and able to follow directions. A large degree of initiative and a pleasant attitude toward library patrons is essential. The student must be able to answer questions pertaining to circulation matters and obtain appropriate assistance from library staff members.

5. NUMBER OF HOURS: 6 – 10 hours per week

6. WORKING HOURS:	Monday-Thursday	7:30 a.m. – 1:00 a.m.
	Friday	7:30 a.m. – 9:00 p.m.
	Saturday	10:00 a.m. – 9:00 p.m.
	Sunday	1:00 p.m. – 1:00 a.m.