

## JOB DESCRIPTION

1. JOB TITLE: Library Assistant—Instructional Services
  
2. SUPERVISOR: Michele Creveling
  
3. DUTIES: Main responsibility is photocopying and preparing materials for the instructional services program. Other duties may include, assisting with Outreach events and special projects as assigned. May also fill in on an as-needed basis for Document Delivery/ILL or circulation assignments.
  
4. JOB SKILLS: Must be able to stand for periods of time while photocopying, collating, stapling, etc. Basic filing and computer skills (i.e. use of a keyboard and mouse; familiarity of PC/Windows environment). Must be able to lift books and push a book truck. Familiarity with Photoshop preferred.
  
5. NUMBER OF HOURS: 6-8
  
6. NUMBER OF STUDENTS: 1
  
7. WORKING HOURS: Monday – Friday 8:00 a.m. – 4:00 p.m.

March, 2010