

JOB DESCRIPTION

1. JOB TITLE: Library Assistant—Instructional Services

2. SUPERVISOR: Tamara S. Hutson

3. DUTIES: Main responsibility is photocopying and preparing materials for the instructional services program. Other duties may include, web work and using Xenu link-checker program, assisting with Outreach events and special projects as assigned. May also fill in on an as-needed basis for Document Delivery/ILL.

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) are preferred. Must be able to lift books and push a book truck.

5. NUMBER OF HOURS: 8

6. NUMBER OF STUDENTS: 1

7. WORKING HOURS: Monday – Friday 8:00 a.m. – 4:00 p.m.