JOB DESCRIPTION

1. JOB TITLE: Student Instructional Services and Outreach Assistant

2. SUPERVISOR: Tami Hutson

3. DUTIES: Photocopying and preparing materials for the instructional services program. Other duties may include, assisting with Outreach events including Snowden ‘til Two, Fireside Chats, Read-Ins and freshmen 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 pay attention to detail and possess good organizational 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.

5. NUMBER OF HOURS: 6 - 8 hours per week

6. NUMBER OF STUDENTS: 1 student

7. WORKING HOURS: Monday – Friday 8:00 a.m. – 4:30 p.m.

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