

JOB DESCRIPTION

1. JOB TITLE: Student Outreach Assistant
2. SUPERVISOR: Coordinator of Information Literacy and Outreach
3. DUTIES: Special projects including recruiter for SLiC, attendance at SLiC meetings and events. Assist with planning of events including Snowden 'til Two, Fireside Chats, Read-Ins and freshmen events. Produce ideas and help write articles for Lycourier. May participate in recruitment and facilitation of focus groups for outreach and reference. May also help with instruction program tasks. Represent the library at special student meetings on campus. Serves as the student representative to the Faculty Library Advisory Committee. Is a liaison to student groups and organizations.
4. JOB SKILLS: Must pay attention to detail and possess good organizational skills. Good communication and writing skills are required. Basic computer skills (i.e. use of a keyboard and mouse; familiarity of PC/Windows environment) are preferred.
5. NUMBER OF HOURS: 3 hours per week
6. NUMBER OF STUDENTS: 1 student
7. WORKING HOURS: Monday – Friday 8:00 a.m. – 4:30 p.m.