

COTC
Student Employment Job Description

Job#: 39022

Department: Library

Job Title: Library Student Assistant

Supervisor: Tauni Graham **Phone #:** 740-364-9501 **Email:** graham.151@cotc.edu

Hourly Rate: \$ 9.00

Terms job is available: Summer Autumn Spring
Times job is available: Mornings Afternoons Evenings Weekends

Qualifications:

- Strong attention to detail
- Must be reliable and self-motivated
- Basic computer and Microsoft Office knowledge
- Experience with copiers, printers, and general office equipment
- Good communication skills
- Library specific skills attained through on the job training
- Able to independently and as part of a team

Summary of Duties:

- 35% Check in/out library materials using specialized online circulation systems (Sierra).
- 15% Maintain records for materials circulated to other locations using Microsoft Access.
- 10% Process and package materials shipped between locations.
- 10% Provide basic library information to patrons.
- 10% Sort, shelve, and shift books in call number order. Search for and retrieve books in the library stacks.
- 10% Assist patrons with operation of online library catalog and other library equipment (copiers, printers, laptops).
- 10% Answer directional and questions on a variety of topics related to campus functions and events.

This job does not replace a full-time employee.

Click here for an [application](#)

COTC Account #: 43050

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Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs Yes No

Students in this job provide services to students with disabilities Yes No

Background Check Required? No