

LIBRARY WORK STUDY JOB DESCRIPTION

Title: Library Student Assistant

Summer: Yes

Fall: Yes

Winter: Yes

Spring: Yes

Job Description: Perform basic clerical duties, keyboarding and database searching, assist patrons at the Service Desk, check library materials in and out, answer simple directional questions for library patrons, shelve library materials, process library materials, clerical tasks related to a variety of projects, dust shelves, clean display case, table tops and empty wastebaskets.

Skills Required: Library student aides need basic computer skills and use of word processing software. Clerical experience preferred, not required.

Days/Hours: M-F/Flex

Pay Level: 1

Spvr: Dylan McManus

Dept: CGCC-Library

Location: 1.250

Ph: 541-506-6080

Campus: TD