

Library Office Assistant – Library Services

Work Study Job Type:

Office Assistant

Reports to:

Assistant Director, Library Services

Duties and Tasks:

Overall duties and responsibilities include, but are not limited to, the following:

Checking materials in/out to students, staff, and faculty

Shelving/filing materials

Emptying the remote book drop-off locations

Deliver/Pick-Up materials to/from campus offices

Participate in inventory and other department projects

Search online Databases

Required Skills/Experience:

Proficiency in computers

Proficiency in Microsoft Office programs

Proficiency in written and oral communication skills

Ability to file accurately in alphabetical and numerical order

Additional Requirements:

Must contain confidentiality of information

Able to lift at least 10lbs

Eligibility Specific Requirements:

Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.

Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.