

DEPARTMENT: LIBRARY SERVICES

LOCATION: GOLEMAN LIBRARY

CONTACT NAME: THERESA ROCHA

JOB SPECIFICS

JOB TITLE: GENERAL HELPER

HOURLY RATE: \$15

NUMBER OF STUDENTS REQUESTED: 6-8

PERIOD OF EMPLOYMENT: FALL 22' (begins 7/1/22) / SPRING 23' (ends 6/30/23)

THE POSITION WILL BE: IN PERSON

HOURS/DAYS: MON-THURS; 7:30AM-8:30PM/FRIDAY 7:30AM-3:30PM - 20 HOURS PER WEEK

DATE EMPLOYMENT TO BEGIN: 7/1/2022

TO APPLY: APPLY IN PERSON DURING LIBRARY BUSINESS HOURS

JOB DESCRIPTION: RESHELVING OF LIBRARY PRINT AND MULTIMEDIA COLLECTIONS USING THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEMS; STOCK MAINTENANCE DUTIES INCLUDING SHELF-READING, SHIFTING, AND MAINTAINING THE LOOK AND ORDER OF OUR COLLECTIONS; MONITORING THE SECURITY GATE

MINIMUM QUALIFICATIONS: KNOWLEDGE OF ENGLISH LANGUAGE AND FILING SYSTEMS, READING LEVEL II, COMPUTER KNOWLEDGE AND CUSTOMER SERVICE EXPERIENCE IS HELPFUL.

ADDITIONAL COMMENTS: FILING TEST TO BE ADMINISTERED DURING INTERVIEW.