

COLLEGE WORK-STUDY JOB DESCRIPTION

NAME OF DEPARTMENT: Information Resource Center

NAME OF WORK-STUDY SUPERVISOR: Jennifer Posegate – AM Shift; Gail Evans – PM Shift; Keith Cich – Weekend Shift

CONTACT INFORMATION: Jennifer Posegate – jejuckett@northcentral.edu or 612-343-4158; Gail Evans - gjevans@northcentral.edu or 612-343-4156; Keith Cich – kdcich@northcentral.edu or 612-343-4492.

WAGE RATE: \$7.50 per hour

LENGTH OF EMPLOYMENT: 2008-2009 academic year (August 27, 2008 - May 6, 2009)

PURPOSE OF JOB: To provide support to the IRC in any or all of the ways described in the duties and responsibilities listed below.

DUTIES AND RESPONSIBILITIES:

The student librarian must assist in the daily operations of the Information Resource Center, by providing services and materials to help patrons in their academic programs and by maintaining a quiet study atmosphere in the resource center.

All student librarians will be required to:

1. Provide service at the circulation desk or the reference desk. This includes, but not limited too, checking materials in and out, obtaining magazines from closed stacks, and helping users with reference inquiries.
2. Assist and instruct users with library resources including online databases, online catalogues, in house periodicals, and retrieving materials as needed.
3. Shelve books and maintain the IRC collection according to proper call number order
4. Perform assigned tasks based upon individual skill strengths and IRC needs
5. Attend all mandatory staff meetings and training sessions

In addition, it is preferred those student librarians:

1. Can multi-task or are able to focus on intricate detail for extended periods of time
2. Possess previous Library working experience

OVERALL JOB QUALIFICATIONS:

A student librarian should be team-oriented and have the ability to be accurate in detailed responsibilities. S/He should also be skilled in computer programs beyond word processing.