STUDENT WORK POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Student Worker

DEPARTMENT: Library, Circulation Department

FILING DEADLINE: Friday, July 17, 2015

REPRESENTATIVE DUTIES:

- Perform various duties at the circulation desk quickly and accurately.
- Give directions to other sections of the library and campus facilities.
- Place books and periodicals on shelves; search for missing books and periodicals.
- Check out books; retrieve Reserve materials and periodicals for patrons.
- Answer the telephone
- Data entry and perform other simple clerical tasks.
- Perform other Library tasks as assigned.

KNOWLEDGE AND ABILITIES:

- Ability to work with the staff and the public, and communicate information and direction clearly
- Ability to understand and follow oral and written instructions.
- Ability to push 50lb book trucks.

CONDITIONS OF EMPLOYMENT:

- Must be enrolled in a minimum of 12 units at Hartnell during regular semester, and 6 during summer.
- 10 to 20 hours per week (not to exceed 20 hours per week)
- Salary range $ 9.00 an hour.
- Must be able to work daytime hours.

APPLICATION PROCEDURE:

- Submit completed application in person at library circulation desk.
- Include copy of course schedule along with application.