**LIBRARY POSITION ANNOUNCEMENT**

**JOB CLASSIFICATION/TITLE: Student Worker II DEPARTMENT: Library**

**FILING DEADLINE: Open Until Filled**

**REPRESENTATIVE DUTIES:**

* Assist with patron registration
* Assist with checking out library materials, including reserve items
* Retrieve library materials
* Check in reserve materials and perform in-house check in
* Sort library materials in Library of Congress order
* Shelf read, shift, and shelve library materials
* Assist with inventory, weeding, cleaning, and maintenance of library materials and equipment
* Assist with processing materials, such as typing and applying labels, stamping materials, replacing book jackets, etc.
* Assist patrons with library technology
* Perform minor mending and repair of library materials
* Assist with answering telephones, typing, patron data entry, and printers and copiers
* Perform other tasks as assigned

**KNOWLEDGE AND ABILITIES:**

* Ability to perform repetitive tasks productively
* Ability to provide excellent customer service and a professional attitude in the workplace to patrons and staff
* Attentiveness to detail and quality
* High-level accuracy in data-entry work
* Strong organizational skills
* Ability to learn new tasks quickly and accurately
* Capacity to deal with problems intelligently
* Ability to sit or stand for long periods of time
* Communication skills and the ability to follow verbal and written instructions
* Ability to conform to all library policies
* Working knowledge of standard computer software applications
* Ability to lift/push 50 lbs.

**PREFERED SKILLS:**

* Experience working in a library environment.

**CONDITIONS OF EMPLOYMENT:**

* Must be enrolled in a minimum of 9 units at Hartnell College each semester for Federal Work Study student workers; 12 units for other student worker position
* Must have a GPA of 2.0 or higher
* 5 to 20 hours per week (not to exceed 20 hours per week)

(Student Worker II) Salary range $13.00 per hour

Please submit completed Work Study Application to Babak Ghavamian or Mezairah Niduaza