



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 6 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 Circ@hartnell.edu