

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Booth Library  
**POSITION:** Library Clerical Support  
**SUPERVISOR(S):** Diane Highland  
**PURPOSE / ROLE:** Work in varies areas of the Library to assist Students and the Public  
**QUALIFICATIONS:** Basic office skills. Ability to follow instructions  
**CONTRACT DATE:** FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR  
**RATE OF PAY:** STATE MINIMUM WAGE  
**SCHEDULE:** VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

### DUTIES AND RESPONSIBILITIES:

ADMINISTRATION--- general office task, deliveries, attend to copiers & special projects.  
SCANNING/DIGITIZING---scanning for the Institutional Repository, digitizing, other duties as assigned. SECURITY DESK—monitor security panels, report incidents, record gate counts, provide info assistance to patron. REFERENCE/BTC—public service, Voyager, pick-up shelving, general cleaning, supplies inventory, verification, prep for classes/programs, book mending/sewing. CIRCULATION/CLEANING CREW cleaning/dusting of shelves and books. CIRCULATION—shelving items, provide assistance at public service counter, delivery of library items & light cleaning. ILLINTERLIBRARY LOAN—retrieve books & articles, process & deliver articleselectronically, process mail, filing, library/campus deliveries. LIBRARY TECHNOLOGY SERVICES (LTS)—wait on patrons, assist with computer& printing in labs, clean, shelf read, make deliveries. MENDING—perform low to medium level book repairs, clean book pages & covers. INTERNS LIBRARY SCHOOL BOUND—work various desks around the library.

Click or tap to enter a date.