Position Title: Library Assistant - Late Evening Help Desk

Number of Open Positions: 1

Department Name: Library

Position Description: Position Overview:

Assists with the duties required to perform day-to-day operations of the Library Help Desk and Access Services.

Essential Job Functions:

- Checks out library materials, answers directional & non-reference questions for patrons.
- Checks in and sorts all returned items.
- Processes and prepares OhioLINK items for patron and peer library usage.
- Searches for missing library items and shelves returned library items.
- Assists with copy machine, printer, and scanner maintenance.
- Answers and routes phone calls and research inquiries.
- Responsible for clearing and closing the library.
- Other duties as assigned to meet ongoing departmental needs.

Minimum Requirements:

- Excellent communication skills
- Attention to detail
- Ability to work with moderate supervision
- Basic computer skills
- Reliability
- Ability to lift 30lbs. and to push library trucks loaded with books

Please visit the library's website to be considered for an interview. Fill out the Library Student Assistant Application.

http://researchguides.jcu.edu/libemploy

Days and Times Needed: Mondays, 10 PM - Midnight
Tuesdays, Midnight - 2 AM
Wednesdays, 10 PM - 2 AM
Thursdays, Midnight - 2 AM
Nights or Weekends Required: Yes

Pay Rate: $8.40/hr

Job Location: Library

Supervisor Name: Adam Green

Supervisor Email: agreen@jcu.edu