

POSITION TITLE: Front Desk Student Assistants

SUPERVISOR: Denise Carson, Director of the Library

RESPONSIBILITIES:

Check in and out materials, course reserves, and interlibrary loans

Provide reference assistance in the stacks, the Internet and the databases.

Deliver courier and campus mail.

Process overdue notices, add security beepers, pockets and stamp new acquisitions.

Sort archives.

Responsible for shifting books as needed, cleaning shelves, and shelf reading the collection to keep it in order throughout the academic year.

Shelve new issues of magazines

Shelve books

Inventory of the collection within the online catalog

Career Services

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