

Now Hiring!

JOB TITLE:	Library Assistant (Student Worker)
JOB FAMILY:	Library / Learning Commons (West Point)
DIVISION NAME:	Academics
HOURS:	6-10 hours per week
SUPERVISOR'S TITLE:	Director of Library Resources / West Point Librarian
SUPERVISOR'S NAME:	Adam Solomon

SUMMARY:

Members of the student staff provide library support services under the direction of the professional staff. This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

RESPONSIBILITIES AND PRIMARY ACTIVITIES:

Service to Patrons:

- Greet visitors and give directional assistance.
- Assist patrons in finding information resources.
- Assist patrons in the location of print materials on the shelves.
- Circulation of print materials including materials on reserve.
- Assist patrons in the use of electronic databases.
- Contribute to an atmosphere conducive to a quiet study area.

Clerical Responsibilities:

- Process materials for patron use.
- Shelve books and materials.
- Maintain paper in the printer/scanner/copier.
- Searching databases for bibliographic records.

PREFERRED REQUIREMENTS:

Previous experience in a library or office environment preferred, but not required.

Special Note: Although not required, please share if you have been given a FAFSA - Federal Work Study scholarship.

CONTACT:

Please send a résumé to adam.solomon@point.edu