

## **STUDENT ASSISTANT JOB DESCRIPTION**

Morton Public Library District

Job Title: Student Assistant

### **Description:**

A Student Assistant is an integral part of our Morton Public Library team. The ideal candidate will promote a positive image of the library and reinforce the value of its services through courteous patron interaction, consistent performance and excellent dependability.

### **Responsibilities:**

- Perform sorting skills alphabetically and by Dewey Decimal System
- Re-shelve materials in the proper location and order
- Bring materials in poor condition to the attention of appropriate staff
- Shelf-read and straighten materials on the shelves
- Answer simple directional questions and refer all other questions to appropriate staff
- Shift areas of the collection as required
- Closing procedures - clean kitchen area, check meeting rooms, fans, restrooms, empty recycle bins, refill copy paper
- Other duties assigned

### **Qualifications:**

- High school student 16 years or older
- Accuracy and attention to detail
- Able to lift books to top shelf and bottom shelf
- Able to push book trucks and stand on step stools
- Stamina for standing, walking, climbing and lifting
- Dependable, flexible, punctual
- Good work habits, make best use of time
- Good communication skills with Office Manager and staff
- Able to work cooperatively with all staff in a congenial manner

### **Work Schedule:**

- After school, evenings, Saturdays 6-12 hours/week

### **Reports To:**

- Office Manager

### **Works With:**

- All library staff, public

### **Accountability:**

- Responsible for keeping book trucks cleared and maintaining materials in accurate order and making the best use of their time. After a 3 month training period, be able to shelve 75 books in an hour.