

TECHNICAL SERVICES
STUDENT ASSISTANT
JOB DESCRIPTION

Periodicals, AfterWords Café, and Cataloging/Acquisitions comprise the student jobs for the **Technical Services Department** in Reeves Library.

Periodicals is responsible for:

1. Processing and shelving all paper and microform periodicals in the library
2. Maintaining order of the periodicals collections
3. Assisting users in the location of periodicals and operation of equipment (microform reader/printers and copiers)

AfterWords Café is responsible for:

1. The operation of the coffee shop
2. Making, selling and cleaning up beverages sold in the café

Cataloging/Acquisitions is responsible for:

1. Processing all non periodical materials for the library including books, videos, CDs and DVDs
2. Assists acquisitions staff in receiving new materials: unpacking boxes, loading book carts, checking packing slips

Students who work in **Technical Services** are supervised by the **Technical Services** staff during the day. From 6-10 p.m. they are supervised by the **reference librarian** who is on duty that evening. There are some shifts that are unsupervised. Weekends and summer/break supervision varies.

Duties and Responsibilities of Student Assistants:

- Processes and shelves periodicals
- Provides assistance to users in locating periodicals and using equipment or directs the question to a Technical Services staff member or librarian
- Shelves periodicals accurately in the current and bound stacks
- Shelf reads current and bound stacks for accuracy of shelving
- Gathers unshelved periodicals, registers their use, and returns them to the shelves
- Keeps copiers and microform reader/printers filled with paper

- Applies property labels, security tapes, and other markings to all new materials.
- Delivers new materials to the shelves
- Makes, sells and cleans up coffee in the cafe
- Performs other tasks as assigned

Requirements for the job:

- Dependability and accuracy
- Ability to work well with others
- Able to work at least two scheduled shifts per week
- Ability to shelve and shelf-read
- Must be able to reach all of the shelves on the tall stacks in order to both shelve and shelf read
- Must be able to communicate verbally with and provide service to library users (in person or on the telephone) in a courteous, efficient manner
- Must be able to read printed labels
- Must be able to push a full book cart and lift 15 pounds
- Must be able to work with coffee making equipment
- Must be certified for work-study
- Ability to understand the job responsibilities and perform them without supervision

Performance Standards for the job:

- Perform all assigned duties with a high degree of accuracy and efficiency
- Must be respectful of users
- Be on time for each assigned shift
- If unable to work an assigned shift, find a substitute for that shift
- Perform the job responsibly during all shifts including unsupervised ones