

DEPARTMENT: LIBRARY SERVICES  
LOCATION: GOLEMAN LIBRARY  
CONTACT NAME: THERESA ROCHA

JOB SPECIFICS

JOB TITLE: GENERAL HELPER

HOURLY RATE: \$14

NUMBER OF STUDENTS REQUESTED: 6-8

PERIOD OF EMPLOYMENT: SUMMER 21' FALL/SPRING

THE POSITION WILL BE: IN PERSON

DAYS/HOURS: MON-THURS; 7:30AM-8:30PM – FRIDAY 7:30AM-3:30PM; 20 HOURS PER WEEK

DATE EMPLOYMENT TO BEGIN: ASAP

TO APPLY: CALL FOR INTERVIEW 954-5830

JOB DESCRIPTION: RESHELVING OF LIBRARY PRINT AND MULTIMEDIA COLLECTIONS USING THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEMS; STOCK MAINTENANCE DUTIES INCLUDING SHELF-READING, SHIFTING, AND MAINTAINING THE LOOK AND ORDER OF OUR COLLECTIONS; MONITORING THE SECURITY GATE

MINIMUM QUALIFICATIONS: KNOWLEDGE OF ENGLISH LANGUAGE AND FILING SYSTEMS, READING LEVEL II, COMPUTER KNOWLEDGE AND CUSTOMER SERVICE EXPERIENCE IS HELPFUL.

ADDITIONAL COMMENTS: FILING TEST TO BE ADMINISTERED DURING INTERVIEW.