

Kishwaukee College Work Study Position

DEPARTMENT: Library Services

*Note: Students are not allowed to work in more than one department at the same time.

JOB DESCRIPTION (Include major duties to be performed):

To assist the library staff in the operation of the library

- shelve books, microfilm, magazines and other library materials
- straighten and shelves and areas
- process new materials
- staff the Circulation Desk
- retrieve items
- clip, photocopy and/or file items
- other library tasks as assigned.

QUALIFICATIONS/SKILLS REQUIRED

- Ability with numbers and decimals
- Customer service orientation
- Attention to detail
- Previous Library experience preferred.

NUMBER OF HOURS PER WEEK: 16 hours per week available.

DAYS OF WEEK. Must be able to work one or more evenings per week, Thursday from at least 4-7 p.m. preferred. Other hours may be flexible around your class schedule.

DEPARTMENT SUPERVISOR/COORDINATOR: Anne-Marie Green

CONTACT INFORMATION: Office, phone, email: 825-9443, Office #A-1113

STUDENTS MAY ALSO APPLY TO ME DIRECTLY: YES: X NO
