

Warren County Public Library

**Student Assistant**

Job Description

September 2023

**Classification:**

Part Time, up to 21 hours per week

**Position Summary:**

To assist in one of the three team areas listed below:

*Public Services*

- Assist patrons with computer catalog use.
- Assist with children's programming and activities as assigned.
- Perform clerical tasks as assigned.
- Shelve, shelf read and maintain the collection.
- Assist other staff with opening and closing the building.
- Promote regular and special library programs and services to users.
- Enforce library rules of behavior by being attentive and aware of patron behavior at all times.
- Assist patrons with directional questions, access to library materials, reference requests, and related duties.
- Assist with other library duties as assigned.

*Technical Services*

- Complete processing of books and materials cataloged.
- Apply protective covers and jackets to books, and place audiovisual material in protective containers.
- Attach labels to all new materials.
- Deliver processed materials to Circulation.
- Maintain inventory of supplies and inform the supervisor of materials that need to be ordered. Assist with library projects as assigned.
- Assist other departments as assigned.

*Outreach Services*

- Assist Public Service Outreach Associate with off-site Pop Up Thrive programming (storytime, movement, crafts), lending lite library, summer reading, community camp/program outreaches, distribution of library materials, and activities at satellite locations.
- Indoor and outdoor work required.
- Translation skills are highly sought after.

**Work Schedule:** This position is flexible, depending on the student's academic schedule; however, evenings and weekends are required.

**Starting Compensation:** \$9.00 per hour.

