

Warren County Public Library
Student Assistant Job Description

Classification:

Temporary Part-Time, not to exceed 21 hours per week

Starting Compensation: \$9.00 per hour

Requirements:

- Must be a current student at WKU or SKYCTC
- Preference will be given to students who are Work-Study eligible (check your FAFSA or ask the financial aid office at your school for more information)
- Preference will be given to students interested in careers in public service, education, nonprofit management, or information technology

Duration: Summer 2024: May 6, 2024 - August 18, 2024

Eligibility for Rehire:

Student positions correspond to the WKU current year academic calendar. There are 3 terms per year - Spring, Summer, and Fall. Student employees at WCPL are eligible to continue employment into the next term (or come back after summer break for the Fall term) provided they have met the following criteria:

- No more than 1 unexcused absence during the current employment term
- No more than 3 points accumulated for late clock-ins
- No verbal or written warnings have been given during the term for performance issues
- A recommendation from their current WCPL supervisor

Work Schedule: This position is flexible, depending on the student's academic schedule; however, evenings and weekends are required. Time-off requests for Spring, Fall, or Winter Break must be made 30 days in advance.

Position Summary:

Student employees will assist in one or more of the 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 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 catalog
- 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

The Capitol

- Work the concession stand and serve food and drinks
- Ensure the theater, lobby, restrooms, and concession areas are clean and organized before and after the event

Outreach Services (Summer Term)

- 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