Job Title: COLLEGE WORK STUDY ASSISTANT

Job Description:

- Staff the library circulation desk, checking in/out library materials using the library’s Circulation System.
- Help students, staff and faculty find and check out materials.
- Answer “quick-information” questions about hours and services.
- Sort returned materials onto carts for re-shelving.
- Reshelf books and periodicals.
- “Shelf-read” the library collection to make sure materials are filed in proper order.
- Responsible for opening or closing the library depending on when shifts are scheduled.

Skills Needed:

- Must have a work-study award for the 2009-2010 academic year.
- Must arrive for work on time and keep a consistent schedule
- Basic computer literacy and Windows proficiency.
- Excellent alphanumeric filing skills
- Must be able to work independently and perform repetitive and tedious routine tasks while maintaining attention to detail and accuracy.
- Must be able to enforce library policies for fellow students, friends, faculty, and staff.
- Good people skills and phone manner.
- Previous work experience in a library preferred but not required.
- Customer services experience a plus.

Federal Work-Study Liaison Contact Information:

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