# FEDERAL WORK STUDY
## Job Description 2015-2016

**Position:** Library Circulation Assistant I

**Begin Date:** Fall 2015–Spring 2016

| General Description | Staff the circulation desk of the Krauth Memorial Library one evening: 4 p.m. until 8 p.m..  
|---------------------|--------------------------------------------------|
|                     | Evening Circulation Assistants – 4 openings 
|                     | Number of Hours per Week: 4 hours - one night a week [Monday – Thursday], |
| Reports to Supervisor: | Director of the Library |
| Those assisted by this position: | Students, Faculty, and visiting patrons of the Krauth Memorial Library |
| Qualifications | Must be reliable and productive with excellent interpersonal skills. Attention to detail is critical. Some computer skills are necessary, but a willingness to learn is more important. Must enjoy working with the public and be able to work with minimum supervision. Punctuality and reliability are essential. |
| Specific Tasks: | 1. Provide basic library instruction to patrons and Library Circulation Assistants.  
| | 2. Use of the online circulation system for charging and discharging books to eligible patrons. Preshelving of discharged materials. Resource to category I Assistants on Library Circulation module.  
| | 3. Aiding patrons in searching electronic and printed bibliographic resources.  
| | 4. Condensing the card catalog as time permits.  
| | 5. Close library with Security Guard.  
| | 6. Specific projects as assigned.  

Please note: May involve exposure to library dust and/or residual mold in book bindings.

**Name of FWS Employee:**

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The Lutheran Theological Seminary
7301 Germantown Avenue
Philadelphia, PA 19119
Approval Supervisor: ________________ Date____________

Approval Human Resources: ________________ Date____________

Approval Financial Aid Committee: __________ Date__________

APPROVAL FOR POSTING OF THE POSITION ______________________ B.O./F.A.