## FEDERAL WORK STUDY
### Job Description 2015-2016

**Position:** Library Circulation Assistant II  

**Begin Date:** Fall 2015 – Spring 2016  

**Posting Date:**

**General Description**
Staff the circulation desk of the Krauth Memorial Library on **Saturday.**  

Saturday (4 hours) 9 a.m. to 1 p.m.

**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.

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**Name of FWS Employee:**  

**Approval Supervisor:** ______________________ Date________________
Approval Human Resources: _______________ Date ____________

Approval Financial Aid Committee: _______________ Date ____________

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