FEDERAL WORK STUDY  
Job Description 2014-2015

Position: Library Shelver

Begin Date: Fall 2014 - Spring 2015  
Posting Date: ______________

| General Description | Shelve discharged materials in the Krauth Memorial Library.  
| Number of Hours per Week:  
| 4 to 6 hours a week. Flexible scheduling.  |
| 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. Attention to detail is critical. Previous library or public service experience helpful but is not required.  
| Note: Ability to push a full bookcart. Ability to reach and stoop. Must be able to lift up to 20 lbs.  |
| Specific Tasks: | 1. Shelve discharged materials correctly.   
| 2. Other duties as assigned.  
| Please note: May involve exposure to library dust and/or mold in book bindings.  |

Name of FWS Employee: ________________________________________________

Approval Supervisor: ________________________________________________

Approval Human Resources: __________________________________________

Approval Financial Aid Officer: ________________________________________