

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Booth Library  
**POSITION:** Library Clerical Support  
**SUPERVISOR(S):** Diane Highland  
**PURPOSE / ROLE:** Work in varies areas of the Library to assist Students and the Public  
**QUALIFICATIONS:** [Click or tap here to enter text.](#)  
**ACADEMIC YEAR:** 2022/2023  
**CONTRACT DATE:** August 22, 2022 through May 05, 2023  
**RATE OF PAY:** STATE MINIMUM WAGE  
**SCHEDULE:** VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

### DUTIES AND RESPONSIBILITIES:

**ADMINISTRATION---** general office task, deliveries, attend to copiers & special projects. **SCANNING/DIGITIZING---** scanning for the Institutional Repository, digitizing, other duties as assigned. **SECURITY DESK---** monitor security panels, report incidents, record gate counts, provide info assistance to patron. **REFERENCE/BTC---** public service, Voyager, pick-up shelving, general cleaning, supplies inventory, verification, prep for classes/programs, book mending/sewing. **CIRCULATION/CLEANING CREW** cleaning/dusting of shelves and books. **CIRCULATION---** shelving items, provide assistance at public service counter, delivery of library items & light cleaning. **ILL-INTERLIBRARY LOAN---** retrieve books & articles, process & deliver articles-electronically, process mail, filing, library/campus deliveries. **LIBRARY TECHNOLOGY SERVICES (LTS)---** wait on patrons, assist with computer& printing in labs, clean, shelf-read, make deliveries. **MENDING---** perform low to medium level book repairs, clean book pages & covers. **INTERNS LIBRARY SCHOOL BOUND---** work various desks around the library.