

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Communication Disorders & Sciences  
**POSITION:** CDS Library Monitors  
**SUPERVISOR(S):** Felicia Magee  
**PURPOSE / ROLE:** Monitoring and keeping CDS Library Material Organized  
**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:

Student workers are hired to monitor the checking in/out of materials from our library for use in clinic therapy sessions/assessments. Duties include:

Monitor the Materials Center where CDS students check out/in materials for therapy sessions.

Make sure all materials are returned with all items included before returning to the shelf.

Straighten up shelves and keep MC clean and organized.

Other office duties as assigned that may include making copies, answering phones, etc.