Federal Work-Study/ Wesley Work-Ship Job Description
School Year: 2016-2017

<table>
<thead>
<tr>
<th>Job Title: General Library Assistant (COMMUNITY SERVICE JOB)</th>
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<tbody>
<tr>
<td>No# of Positions Available: 4</td>
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<tr>
<td>Supervisor: Jessica Olin- Director of the Parker Library</td>
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<td>Department: Parker Library</td>
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<td>Location: Robert H. Parker Library</td>
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<tr>
<td>Contact Information: 302-736-2413/ <a href="mailto:Jessica.Olin@wesley.edu">Jessica.Olin@wesley.edu</a></td>
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Job Description:
- Assist in all aspects of circulating library materials.
- Answer basic research and computer questions.
- Maintain the condition of the library (quiet and neat).
- Help with special projects as assigned.

Special Abilities/ Skills:
- Freshmen are invited to apply, but sophomores and above must have at least a 2.0 GPA.
- Comfort with computers and basic functions of Microsoft Office products.
- Experience and/or comfort working in a customer service role.
- The work is occasionally physical in nature (shelving books, lifting boxes, pushing carts), so candidates must be able to keep up with that aspect of the job.

Work Schedule:
- Mon -Thurs 9a-12midnight, Fri 9a-6:15p, Sat 11:45a-5:15p, and Sun 3p-12midnight
- Individual work schedules will be arranged around the employee’s class schedule.

Additional Comments:
- The position entails an average work commitment of nine hours weekly (but may vary). Training will be provided. Self-directed individuals are especially encouraged to apply.