Federal Work-Study Job Description/ School Year: 2017-2018

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Library Assistant</th>
<th>Job No# Available:</th>
<th>6</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Director or Acting Director of Parker Library</td>
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<td>Department:</td>
<td>Parker Library</td>
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<td>Location:</td>
<td>Parker Library</td>
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<tr>
<td>Contact Information:</td>
<td>302-736-2413</td>
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**Job Duties:**
- 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 use of Microsoft Office products
- Experience and/or comfort in working in a customer service role.
- The work is sometimes physical in nature (shelving books, lifting boxes, pushing carts), so the candidate must be able to keep up with that aspect of the job

**Work Schedule:**
- Library Assistants are needed for various shifts when the library is open. These hours are: Monday-Thursday 7:30am-Midnight, Friday 7:30pm-5:00pm, Saturday Noon-5:00pm, Sunday 3:00pm-Midnight
- 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. It is a paid position beginning at minimum wage and following federal standards for work study. Training will be provided. Self-directed individuals are especially encouraged to apply.