

Maranatha Baptist University
Job Description

Job Title
Student Staff

Department:	Library	Supervisor:	Public Services Assistant
Employee Name:	---	Employee Classification:	Student
Prepared by:	Mark Hanson	Date Updated:	15 September 2015

Summary

Undergraduate students pursuing work in the Library will fill a part-time (up to 20 hours a week) Student Staff position. Work includes compiling records, cleaning, organizing and shelving library materials, handling small financial transactions, conducting material circulation, proctoring assignments within the Testing Service, and providing point-of-need reference service.

Essential Duties

Flexibility, team spirit, leadership, organization, time management and a willingness to work evenings and Saturdays as needed are general expectations. All training will be provided. Other duties may be assigned which, are not limited to but, may include:

- Assist with research: searching databases and locating materials
- Answer inquiries on telephone and in person and referring to librarians as needed
- Check materials into and out of the library
- Process and recording financial transactions
- Add and edit member and guest records
- Inspect returned materials for damage
- Sort materials and return them to their proper locations
- Ensure and maintain shelf order
- Clerical and cleaning duties as assigned
- Provide proctoring oversight through the Testing Service when assigned

Qualification Requirements

Required:

- Minimum GPA of 3.0 in previous semester of schooling (College);
- Minimum ACT of 20 (High School)
- Excellent organizational, problem solving, and communication skills
- Ability to work independently on daily tasks and assigned projects
- Ability to work collegially in small groups and team environments
- Ability to place library materials in correct alphanumeric sequence

Preferred:

- Excellent online searching skills

- Cash handling experience
- Previous Library experience
- Self-motivated organizational and clerical skills
- Familiarity with Microsoft's Office Suite, particularly Word, Excel, and Access
- Troubleshooting basic and advanced technology issues

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to stand, walk and climb; handle objects, tools, or controls; reach with hands and arms; talk or hear; and lift or move up to 10 pounds
- Frequently required to sit and stoop, kneel, crouch, or crawl; and lift or move up to 25 pounds,
- Occasionally lift or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Temperature and humidity controlled environment
- Minimal noise levels
- Known and treated mold condition in building
- Dust from books and environment

Evaluation

Performance of this position will be evaluated under the provisions of this description and policies of the Maranatha Baptist University Staff Handbook by the *Public Services Assistant*.