

Job Title	Student Assistant, Library – Classification: I
Department	QVCC Library
Location	742 Upper Maple Street, Danielson, CT 06239
Salary	\$12
Type and Duration of Job	Part-time. Temporary; until 5/17/2021 with the possibility of continuation.
Qualifications	Must be a current QVCC credit student enrolled in a minimum of 6 credits in good academic standing.
Posting Date	November 18, 2020
Expiration Date	December 14, 2020

Job Description

The Library Student Assistant I is the entry-level position in the library. The Assistant I works primarily at the Circulation Desk, performing a variety of public service duties during hours when the library is open. The Student Assistant is assigned other duties, including cleaning, dusting, shelving, inventory, filing, and other jobs as needed. All Student Assistants in the library will receive training and work under the supervision of professional library staff.

Qualifications

The Library Student Assistant I works with the public, including students, faculty, staff, and community library users. It is imperative that the incumbent be people-oriented and have excellent interpersonal skills. Because this position requires the performance of a variety of functions, sometimes under stressful circumstances, an ability to remain composed under pressure is also necessary. Excellent reading and comprehension skills are critical. The Student Assistant will need the ability to quickly grasp written and oral instructions, including library policies and procedures. Basic computer skills are important. The Student Assistant should be comfortable working in a computer-driven environment.

Specific Job Responsibilities

Reception

- Answer the telephone and relay calls and messages
- Answer directional and general information questions
- Learn library opening and closing procedures
- Respond to gate alarms

Circulation

- Check out varying kinds of library and media materials
- Check in returned materials
- Provide clerical support for all library functions
- Register new borrowers, verify accuracy of borrower records, and edit borrower records as required
- Renew and place Holds on materials
- Sort and distribute library mail
- Check in serials as received
- Process cataloged books and videos
- Adhere to health and safety protocols when handling library materials

Shelving

- Shelf returned materials
- Read shelves

Basic Reference Services Tier I

- Answer questions regarding library policies and procedures
- Answer basic database questions
- Refer reference questions beyond the basic level to professional staff
- Expand personal knowledge of library databases and Internet searching

Schedule

Mondays: 4pm – 7pm

Tuesdays: 4pm – 7pm

Wednesdays: 11am – 2pm

Thursdays: 11am – 2pm

*Hours are subject to change depending on campus/department schedule change.

Supervision: Deneuve Hernandez, Library Associate

Evaluation: The student hired into this position will receive an evaluation of their work two weeks prior to the conclusion of the Spring 2021 semester on or before 5/3/2020

Application Instructions: Submit an email confirming your ability to work the required schedule to dhernandez@qvcc.edu.

Interviews: Interviews will be conducted virtually.

Company Information

Quinebaug Valley Community College

QVCC enrolls some 2,000 credit and 3,000 non-credit students and offers a wide range of degree and certificate programs for people of all ages and backgrounds.

Equal Opportunity Employer: Yes