



Work Study Job Description Library

Location: Library

Name and Classification of Position: Library Assistant I

Supervisor: Keith Cich

Rate of Pay and Expected Hours of Work: \$10.50/hour, 10-29 hours per week*

Eligibility: Must be MN State or Federal Work Study Eligible**

Purpose and Role of Job within the College: The library supports the research and study of FDLTCC students, faculty and staff. Library Assistants create a welcoming, friendly and helpful environment for all library users.

Duties and Responsibilities: Including but not limited to: Locate and check out items for library users, process new library resources including books, journals, newspapers, and videos, re-shelve returned items, keep the library clean and organized, restock paper supply for printers & copier, assist with library events and activities.

Qualifications and Required Skills:

- Strong customer service skills
- Good attention to detail
- Able to work in a quiet environment
- Basic computer skills

Specific Qualifications for Higher Job Classification: N/A

Learning Objectives:

- Time Management/Organizational Skills
- Technical Skills
- Professionalism and Customer Service
- Work Ethic
- Team Work
- Communication Skills

After checking with the financial aid office for eligibility, interested students should email Keith Cich at keith.cich@fdltcc.edu with:

- Your Availability
- Your contact information
- Previous work experience

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) (<https://fdltcc.edu/PDF/WorkStudyHandbook.pdf>) for more information.

**Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.

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