



Work Study Job Description Library

Location: Library

Name and Classification of Position: Library Assistant

Supervisor: Keith Cich

Rate of Pay and Expected Hours of Work: See website for current wage, 10-29 hours per week*

Employment Dates: July 1 through June 30 of each school year

Eligibility: Must be Federal or State Work Study Eligible. Must be enrolled in 6 credits or more. 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.

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

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.

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(July 30, 2019)