

JOB DESCRIPTION: Library Assistant

Name of Position: Library Assistant

Department: Deets Library

Campus Location: Deets Library

Supervisor: Emily Hedges, Library Director

Length of Contract: Semester-based (2024-2025)

Pay Rate: Minimum wage

Job Purpose: Library Assistants serve the learning community of Southwestern College in support of one full-time librarian. Our mandate is to facilitate access to quality, relevant information for library patrons while serving as a cultural and social center of campus life.

Job Description:

- Provide outstanding customer service to all patrons who enter the library
- Provide basic reference help to library patrons to access resources in any format
- Ensure patrons adhere to library policies, particularly when the library director is not on the premises
- Help patrons develop skills to use library resources independently
- Follow procedures to protect patron privacy
- Help patrons adhere to copyright laws
- Fulfill interlibrary loan requests
- Keep textbooks and course reserves organized and current
- Add new items to the collections according to procedures
- Maintain periodical collection according to procedures
- Prepare and post classroom schedules
- Assist with or create displays as assigned
- Promote library activities via social media as assigned
- Assist with on-site special events
- Keep all library service areas and materials neat and organized
- Serve as evening and/or weekend lead library assistant
- Assist with archival activities
- Possibly serve as peer writing tutors

Required Qualifications:

- Must meet SC requirements to be employed on campus as a student worker
- Must be willing to work and learn

- Must be willing to exercise good judgment regarding cell phone usage during work hours
- Must be willing to accept feedback and improve performance
- Must be able to carry books and other items up and down narrow stairs
- Must be able to lift up to 35 pounds
- Must be able to work with patrons from different cultural backgrounds

Preferred Qualifications:

- Strong academic writing and research skills
- Accurate and efficient keyboarding skills
- Experience in customer service
- Proven ability to multitask

Evaluation: Each student worker will meet with the library director one-on-one at the end of each semester to discuss job performance, which will determine employment for subsequent semesters. The process will include a self-assessment by students.