

STUDENT WORKER LEARNING RESOURCES CENTER

Job Description

Student workers in the Shawnee Community College Learning Resources Center assist with circulation duties, direct patron inquiries, and explain basic research steps to library patrons.

Required

Possess a high school diploma, be enrolled in classes at SCC, and be **PELL eligible** (Shawnee College requirements). Have had, or be enrolled in, ENG 111. Good oral and written communication skills. Willingness to talk to library patrons. Reliable attendance. Understand concept of privacy and confidentiality issues. Familiarity with basic word processing, e-mail, and other computer tasks.

Preferred

Attention to detail and ability to follow very structured procedures accurately and consistently. Prior successful completion of online course through SCC. Ability to retrieve or replace books on higher shelves. Ability to retrieve or replace books on lower shelves.

Duties and responsibilities:

- Check out library materials to patrons
- Check in returned materials
- Reshelve library materials (books, AV items, magazines, newspapers) in correct order
- Clean shelves and straighten materials on shelves
- Check outside drop box
- Handle mail pick-up and sorting
- Answer telephone and forward calls to the proper person
- Handle inquiries at the circulation desk and answer or re-direct to the proper person
- Fill copier and printers with paper
- Assist with distance learning classroom functions when needed
- Run errands and other tasks as assigned
- Explain basic library search procedures for catalog and databases to patrons
- Create handouts, bulletin boards, or other promotional and informational material

Additional preferred skills:

- Able to assist students through experience with Moodle and Microsoft applications; knowledge of browsers, Flash, Java, spyware, operating systems, and e-mail; and downloading and uploading assignments.
- Able to assist library director in maintenance of the Smart Classrooms and ITV rooms through providing assistance to instructors and others with AV or ITV needs and assisting with tasks such as updating software, cleaning Smart Classrooms and ITV classrooms, checking connections on equipment, testing equipment, regularly cleaning Smart Classrooms and ITV classrooms, etc.

\$9.25 per hour

Revised 1/21/2020