Here are the basic responsibilities and duties of our student workers:

- Cooperate as a team member of the library staff.
- Provide patrons with excellent customer service.
- Shelve books.
- Retrieve items from the stacks.
- Perform shelf-reading and stack maintenance duties of assigned sections.
- Check materials in and out of library.
- Assist with the opening and closing of the library when working in the early morning and/or late evening.
- Answer telephones when staff members are not available.
- Attend mandatory, paid meetings as scheduled.
- Perform other related duties as instructed by supervisor.

Here is what we ask that you provide:

- Dependable work habits.
- A friendly attitude.
- Positive interpersonal and communication skills.
- An ability to work independently and responsibly with minimal supervision.
- An ability to shelve books accurately and to master the library of congress classification system.
- An ability to perform detailed tasks while maintaining a high level of accuracy.

We can only hire students that qualify for Work-Study through financial aid.