



Corette Library

Library Aide

Student Employment Job Description

Position: Library Aide

Department: Library

Purpose of Job:

The Corette Library and Simperman Learning Commons is seeking additional work-study students to join our awesome team of Library Aides.

Library Aides work during open hours and are focused on staffing our front desk and assisting with circulation.

The Library is instituting a new shift scheduled an hour after we close that is solely focused on deep cleaning the Library. Please see the “Deep Cleaner” job description for what that position entails, if you are interested. Student workers may be scheduled for both Library Aides and Deep Cleaner shifts, if they desire. You only need to apply to one position and let the supervisor, Elizabeth Karr, know you are open to either/both positions.

Duties and Responsibilities:

Library Aide Daily Tasks include: checking in and shelving library materials; providing excellent customer service by greeting people as they come into the library and helping them check items out and locate materials on the shelves or electronic resources from the library website; shelf-reading and checking library inventory; packing and mailing materials for interlibrary loan; conducting regular counts of how many people are in the library and where they are sitting; tidying and “resetting” our beautiful space through hourly walk-throughs; and special projects as assigned.

Qualifications:

Interested students should be reliable and self-motivated with excellent attention to detail and able to demonstrate great customer service skills. Since the library interacts with various members of the public and the Carroll community, a professional and friendly demeanor is required.

Employment Specifications: Work-Study Only

Approximate Hours/Week: 4 (minimum) – 10

Note: We start off scheduling work study with 4-6 hours and when fully trained and having demonstrated their ability, can increase up to 10.

Special Time/Schedule Requirements:

- Working a minimum of 4 hours during Library Open Hours.
- Must be willing to work one of the following shifts: weekday opening (7:45-10:00 a.m.), closing (8:00 p.m.-10:00pm M-Thursday; 2:30 – 4:30 Friday; or, 6:00 – 8:00pm Sunday), or two consecutive hours on a weekend.

Length of Employment: Academic School Year, with possibility of extension to the following school year.

Wage Rate: \$8.65

Supervisor: Elizabeth Karr, Library Director

Contact Information:

Elizabeth Karr
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