Position Description

Book Sale Student Assistant

Supervisor
Anne Marie McLean, Reference Librarian & Outreach Coordinator

Pay Rate
$8.00 per hour

Hours
- 10 to 15 hours during the Fall/Spring Semesters
- 15 to 20 hours during Summer/Winter Intercessions

Job Duties
- Record and report new book donation information
- Check donated items against the library catalog for duplicates
- Process donated items for acquisitions
- Process duplicate items for Annual Book Sale
- Maintain organization of Book Sale Room and Donation Space
- Assist with Special Events upon request

Job Requirements
- Federal Work Study
- Undergraduate enrollment
- Ability to work independently
- Familiarity with the library catalog and/or bibliographic data
- Strong communicator (written and oral)
- Strong organization skills
- Ability to lift boxes of books