

# Inventory Student Assistant

## **Description**

Pitts Theology Library is one of the premier theological libraries in the country, with a collection of over 610,000 books. The inventory student assistant will play a crucial role in maintaining the library's collection and making it accessible to scholars of all faiths.

The inventory student assistant is responsible for performing an inventory of the books on the shelves at Pitts Theology Library and ensuring the books are in order. The process involves removing each item from the shelf, which often requires stooping or reaching. The student assistant also assesses and retrieves books with damage or errors, fixes simple errors, and routes more complex problems to a supervisor for assessment and correction. The student assistant is also responsible for entering detailed statistical data about the errors discovered in the inventory process.

**Schedule:** 10 hours per week preferred, with a minimum average of 6 hours per week (approximately 4 shifts per week, each shift lasting 2-3 hours).

## **Qualifications**

- Ability to work independently
- Ability to perform repetitive tasks with attention to detail
- Good analytical skills
- Basic knowledge of Excel
- Tolerance of a dusty environment
- Successful candidate must have FWS award