FWS Student Assistant Job Description

Department: Library
Job Title: Student Office Assistant
Pay Level: 2
Supervisor: Jennifer Haupt
Working Hours: Variable
Hourly Pay Rate: $9.00

Job Summary (purpose or nature of work):
Assist with routine Library functions. Specifically, working the circulation desk.

Job Duties:
1. Circulation Desk - checks library books out/in
2. Keeps area orderly
3. Sorts and files new issues of periodicals
4. Checks on secured areas - determines source of non-clearance when buzzer sounds

Required (or Preferred) Skills, Knowledge, and Abilities:
1. Knowledge of CMA Library (preferred)
2. Good interpersonal skills
3. Ability to keep reliable hours
4. Attention to detail
5. Filing skills

Type of Supervision Required:
☐ Direct Supervision - Student receives immediate, close and regular supervision
☒ General Supervision -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student’s Signature: ______________________________________ Date: ______________________

Supervisor’s Signature: ____________________________________ Date: ______________________