University Libraries
Student Employee Job Description

Title: Circulation 24/5
Pay Rate: Night Shift

General Description:

Duties and Responsibilities:
1. Greeting patrons who approach the service desk
2. Checking out items for use by patrons
3. Checking in items returned by patrons
4. Retrieving reserve materials for patron use
5. Directing patrons to other areas within the library
6. Aiding disabled patrons using the library
7. Answering phones in a professional, courteous manner
8. Assisting staff with opening and closing the building
9. Assisting staff when needed
10. Work adverse hours

Required Qualifications:
1. Ability to work independently
2. Ability to work adverse hour
3. Reliable and Punctual