University Libraries
Student Employee Job Description

**Title:** Architecture Library 2
**Pay Rate:** Intermediate

General Description: Provides quality customer service to assist faculty and students in the university community with their research inquiries and library-related needs. The student in this position also completes tasks to maintain the daily operations of a branch library.

**Duties and Responsibilities:**
1. Overseeing the Architecture Library during evenings and Sunday hours
2. Following opening and closing procedures in the absence of fulltime library staff
3. Operate library circulation system (Millennium), for checking materials in/out to patrons, processing KentLINK/OhioLINK requests, etc.
4. Retrieve reserve books and holds for patrons
5. Process daily KentLINK /OhioLINK requests
6. Use of library resources to assist library users in locating and requesting materials
7. Assist patrons with printer, scanner and photocopier
8. Shelve materials
9. Shelf read assigned sections
10. Process daily deliveries returned from the main library
11. Check in new books and periodicals
12. Assist library staff with special projects (ie: exhibits, displays, events)
13. Independently carry out other duties as assigned

**Required Qualifications:**
1. Strong customer service and communication skills
2. Team player
3. Pay attention to details and instructions
4. Resourceful and creative
5. Problem-solving skills
6. Follow library policies