University Libraries
Student Employee Job Description

Title: Stacks2- Circulation
Pay Rate:

General Description: Students perform a variety of tasks including shelving, shelfreading, and shifting. These students also perform a variety of special projects across University Libraries branch locations.

Duties and Responsibilities:
1. Organize and shelve materials
2. Shelf read materials to ensure accuracy and order
3. Shift materials to ensure appropriate spacing on the shelves
4. Weed materials to be discarded or rerouted to another location
5. Assist the stacks supervisor or the student supervisor with special projects as assigned
6. Lead projects under the direction of the Stacks supervisor or student supervisor

Required Qualifications:
1. Attention to detail
2. Ability to work independently or with little supervision
3. Reliable and punctual
4. Ability to lift up to 40 lbs
5. Ability to spend long periods of time standing
6. Ability to lead and complete special projects as assigned by the stacks supervisor
7.

Preferred Qualifications:
1. Knowledge of library classification systems
2. Previous library experience
3.