University Libraries
Student Employee Job Description

Title: Fashion Library 2
Pay Rate: Intermediate

General Description: Maintains the reference and circulation desk at the June F. Mohler Fashion Library, and assists library users from School of Fashion Design and Merchandising, the KSU Museum and the larger Kent community with their research inquiries and library-related needs.

Duties and Responsibilities:
1. Handle circulation functions including checking materials in and out, maintaining and clearing the hold shelf and keeping in-house circulation statistics
2. Maintain daily statistical information including patron counts, paging slip counts and reference queries
3. Pull and process all KentLINK, OhioLINK and ILL pull slip materials
4. Check in and label new books, periodicals and digital media
5. Use KentLINK, OhioLINK, KSU databases, and other resources to assist library patrons with both directional and reference questions
6. Re-shelve returned library materials and shelf-read to ensure materials access
7. Be able to demonstrate and respond to questions regarding the use of library technology including use of the on-site printers, copiers and scanners
8. Carry out special projects as assigned including creating displays, scanning original materials and processing special collections materials
9. Oversee the use of the Restricted Collections room and attendant procedures
10. Maintain a neat and orderly library space for patron use
11. Works independently when supervisor is not on site
12. Able to independently handle daily opening and closing functions

Required Qualifications:
1. Punctual and responsible
2. Computer literate

Preferred Qualifications:
1. Graduate student in the School of Library and Information Science or related field
2. Expected to work at least two consecutive semesters
3. Customer service experience