University Libraries
Student Employee Job Description

Title: Performing Arts 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, including opening/closing the library, answering directional and basic reference questions, as well as all duties assigned to Performing Arts Library Student Employees 1.

Duties and Responsibilities:
1. Greets and assists patrons at public service desk
2. Checks out/in and renews library materials for patrons
3. Answers basic directional and reference questions
4. Accurately records statistics
5. Answers phone in a professional and courteous manner
6. Assists patrons in searching library catalogs
7. Opens and closes the library
8. Cleans library spaces
9. Processes KentLINK, OhioLINK and Interlibrary Loan requests
10. Clears unchecked materials from library spaces for in-house use statistics
11. Pulls current serials from shelves to send to the bindery
12. Unpacks and sorts shipments from the main library mail room
13. Proficient in the Library of Congress classification system to accurately shelve and retrieve materials
14. Special projects as assigned

Required Qualifications:
1. Trustworthy and reliable
2. Strong grasp of reference resources in performing arts disciplines and familiar with campus resources
3. Proactive in completion of assignments and communicating with supervisors
4. Pays close attention to detail, punctual and responsible
5. Pleasant and professional manner
6. Able to work under multiple supervisors, cooperatively with others and independently
7. Able to work evenings, weekends, and intersessions
8. Follows instructions, remembers complex procedures and conscientious about completing tasks
9. Computer literate
10. Able to lift up to 40 lbs

Preferred Qualifications:
1. Customer service experience
2. Currently working toward a degree or has a background in music, theatre or dance