University Libraries  
Student Employee Job Description

Title: Student Assistant – Reserves 2  
Pay Rate: Intermediate

General Description: Processes materials such as books, book chapters, journal articles, syllabi, or course notes for print and/or electronic (ERes) reserve for faculty, staff, and students.
Processes copyright permission requests and performs clerical assignments and other duties as necessary.

Duties and Responsibilities:
1. Retrieves materials for placement on reserve
2. Photocopy articles from journals or chapters from books
3. Operates scanning equipment and software in order to digitize print documents
4. Add/remove materials on ERes
5. Edits(updates MARC records linked from Kentlink to ERes
6. Edits(updates electronic reserves records
7. Edits existing course pages
8. Performs extended bibliographic searches for copyright
9. Retrieves and transfers/inputs information/records from local databases for copyright in ERes system
10. Creates/generates and prints copyright requests
11. Trains and supervises other students with Print and Electronic reserves processing
12. Maintains and enforces library and university policies

Required Qualifications:
1. Ability to accurately work with attention to detail
2. Ability to perform repetitive tasks
3. Ability to follow directions
4. Ability to retain information
5. Ability to adapt to constant interruptions, disruptions, fast-pace schedule and/or deadline demands
6. Ability to sit and use computer for extended periods
7. Ability to operate standard office equipment (e.g. computer, copier, telephone)
8. Ability to work independently
9. Ability to collaboratively work with faculty, staff, and students
10. Ability to arrange items in alphanumeric and/or subject order
11. Ability to perform repeated reaching, bending, and squatting, occasionally (e.g. searching and retrieving materials in the library)
12. Ability to add, subtract, multiply and divide
13. Ability to interpret and apply regulations and policies
14. Ability to maintain confidentiality and use appropriate judgment in handling information and records