Title: Student Assistant – Circulation Desk 1  
Pay Rate: Basic Entry Level  

General Description: Provides quality customer service to assist faculty and students in the university community with their library-related needs. The student in this position also completes tasks to maintain the daily operations of the circulation area, including organizing materials, answering simple inquiries, and maintaining the flow of books from the library, to patrons, and back.

Duties and Responsibilities:
1. Greet patrons who approach the desk  
2. Check in/out items for use by patrons  
3. Check-in and sort all items returned to the library  
4. Retrieve reserve materials upon demand  
5. Direct patrons to the appropriate area of the library or collection  
6. Answering routine phone calls  
7. Assist staff in opening and closing the building  
8. Other duties as assigned

Required Qualifications:
1. Ability to work evenings and weekends.  
2. Pays close attention to detail  
3. Ability to work cooperatively with others and independently  
4. Conscientious about completing tasks  
5. Ability to work under multiple supervisors  
6. Follows instructions and remembers complex procedures  
7. Computer literacy  
8. Pleasant and professional

Preferred Qualifications:
1. Previous library or customer service experience  
2. Previous experience with copiers and printers