

**Holy Cross College**  
**Student Employment**

**Title:**        **Library Assistant**

**Department:** Library

**Supervisor:** Francie Davis

**Email:**        [FDavis@hcc-nd.edu](mailto:FDavis@hcc-nd.edu)

**Schedule:**    Approximately 5-10 assigned hours per week (to be determined with the supervisor depending on class schedule and seniority) plus ongoing substitute as needed.

**Rate of pay:** \$7.25 per hour

**Location:**    McKenna Library

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**Purpose**

Provide administrative support to the College Library Staff as well as assist students in the Library as needed.

**Essential Job Duties:**

- Determine eligibility of patrons for library services
- Check library materials in and out to library patrons
- Monitor student use of the library
- Shelf library materials
- Work on special projects assigned by the regular library staff
- Perform other duties as assigned

**Minimum Education, Skills and Abilities:**

- Excellent interpersonal skills
- Ability to work with a minimum of direct supervision
- Reliability
- Punctuality