

Holy Cross College
Student Employment

Title: **Library Assistant**

Department: Library

Supervisor: Francie Davis

Email: 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: \$10.00 per hour

Location: McKenna Library

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
- Assist library patrons in locating materials
- Instruct and troubleshoot use of printer
- Perform other duties as assigned

Minimum Education, Skills and Abilities:

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