

LIBRARY

POSITION: Library Work Study
DIVISION: Library
DEPARTMENT: Teaching and Learning
BUILDING: Library
CAMPUS: Main Campus

FWS SUPERVISOR Lisa Hebert
DIRECTOR: Lisa Hebert
VICE PRESIDENT: Dava Washburn
PHONE NUMBER: 903.463.8637

HOURS per WEEK 19

HOURS PREFERRED: Varies

JOB DUTIES:

- Responsible for all circulation, ILS systems, sensitive information
- Responsible for assisting with marketing and publicity
- Responsible for shelving, shifting, inventory
- Responsible for processing and security of materials
- Create bibliographic records using ILS Cataloging module
- Upkeep of stock of materials for usage in library
- Assist users with printing management
- Maintain materials in lab, study rooms, open areas
- Assist with material compliance (sensitive information)
- Responsible for using Computerized system for inventory of materials
- Repair materials
- Assist with OPAC
- Assist with databases, research, materials
- Responsible for updated new inventory access
- Responsible for accuracy in creating computer records for materials
- Manage library resources as directed
- Other duties as assigned

SOFTWARE:

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

SPECIAL NEEDS:

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.