UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

JOB TITLE: Stacks, Building & Interlibrary Loan Student Assistant

DEPARTMENT: Boatwright Library, Stacks, Building, and Interlibrary Loan Unit

ADDRESS: Boatwright Library

TELEPHONE: 289-8672 or tsmith3@richmond.edu

SUPERVISOR: Stacks, Building, and Interlibrary Loan Supervisor as well as some supervision by full-time unit staff and the night student supervisor

JOB SUMMARY: Stacks, building, and Interlibrary Loan student assistants are integral to maintaining the accessibility and accuracy of BML's collection both to our in house patrons and interlibrary loan users. They will primarily retrieve, package, and shelve materials. They monitor equipment including the library printers, copiers, and microform machines and report problems with the equipment. They also perform special projects as needed/assigned particularly during times when class is not in session. Duties are independent and varied; perfect for those who enjoy physical activity in an indoor setting.

SPECIFIC DUTIES:

1. Shelving books, serials, microfilm, and other materials.
2. Locates and retrieves materials residing in different library locations (books, journals, microfilm etc.) while checking for citation accuracy.
3. Shelf reading all areas of the collection for order and identifying items that need repair/mending or cataloging errors.
4. Performing paper/toner rounds and filling/checking status of all printers and copiers as well as filling staplers.
5. Shifts, straightens, and edges stacks as needed.
6. Performs “pick-ups” of materials throughout the building.
7. Identifies and reports building and stack issues.
8. Assists with item investigation (lost item) searches.
10. Opens and processes mail and packages.
11. Participates as a unit team member in special projects and other duties as assigned.

QUALIFICATIONS:

1. Extreme attention to detail.
2. Dependable work habits that places high emphasis on attendance
3. Able to work a minimum of 6+ hours per week.
4. Efficient and effective use of library resources in identifying and procuring materials requested by patrons or other BML staff.
5. The ability to move and shelve a variety of materials.
6. Able to maintain and adhere to library and unit policies and procedures.
8. Familiarity with or ability to learn the Library of Congress Classification system.
9. Accurate and excellent computer skills.

For Student Employment Use only:
Wage: Level I       Index: 6754

February 10, 2016