



Federal Work Study Program Position Description

Title:	Library Assistant
Department:	Library/Learning Resource Center
Work Hours:	Monday-Friday
Pay Rate:	\$15 per Hour
Supervisor:	Georgia Reneau
Contact:	323-563-4869 or georiareneau@cdrewu.edu

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer and redirect incoming calls, greet walk-ins and direct them to appropriate staff
- Staff the circulation desk on evening and nights.
- Maintain the library in a clean and orderly condition
- Shelving of Library materials in a timely manner
- Keep room 189 and all group study rooms in working order
- Maintain a working knowledge of campus policies and procedures.
- Provide support as needed for scheduling appointments, meetings, and making travel arrangements for department personnel and process related paperwork.
- Perform other duties as assigned.

EDUCATION:

- A high school diploma or general education degree (GED) is required; Associate or Bachelor degree desired.

MINIMUM EXPERIENCE/QUALIFICATIONS:

- Minimum of two years' experience working in an office environment using MS Office software packages (Word, Excel, Outlook, etc.).
- Demonstrated ability to work effectively both independently and as part of a team.
- Ability to communicate effectively, both in writing and orally
- Ability to maintain a high degree of accuracy in data entry
- Ability to manage multiple projects, work efficiently under pressure, and meet deadlines ☐ Ability to maintain confidentiality
- Ability to maintain working relationships with a diverse population of students, faculty, staff, and others.
- Ability to maintain excellent customer service

COMPUTER SKILLS:

- Must possess strong computer skills and be proficient in MS Windows, Word, Excel, etc.
- Some experience with database software tools.

WORK ENVIRONMENT:

- Variable work environments including non-traditional service areas
- May work in cramped, crowded quarters
- The CDU Health Sciences Library is opened 69 hours per week.

PHYSICAL DEMANDS:

- Some evening and weekend hours may be required, especially during high processing seasons.
- Sitting and standing for extensive periods of time
- Walking, stooping, reaching, climbing high and low levels
- Lifting up to 25 pounds; carrying materials to various locations
- Finger and hand movement and feeling sufficient for computer and equipment operations
- Clear speaking, hearing conversationally, and seeing near and far

MENTAL DEMANDS:

- The ability to perform highly detailed work with sustained attention and care while providing/obtaining information on numerous tasks is paramount to success in this position.
- Able to work effectively and concurrently on unrelated tasks; use of sustained concentration and decision-making processes. Constant calculating, reasoning, judgment, resourcefulness, analytical ability, and ingenuity. Able to prioritize work for best outcomes.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. I understand that CDU at its sole discretion may change this description or any of its components at anytime.

Supervisor: _____ **Date:** _____

Contact: _____

Employee: _____ **Date:** _____