

Student Employee Owen County Public Library

Under the general direction of the Director, the Student Employee will be responsible for the following:

- Be present, visible, and provide excellent customer support and service to patrons ensuring all patrons have a positive experience at the library.
- Carries out circulation desk activities including checking library materials in and out, recording daily statistics, issuing library cards, and re-shelving books.
- Assists patrons in securing information and in selecting and using library materials to meet specific needs.
- Responds to a variety of questions from patrons related to the library; refer patron to appropriate staff as needed.
- Assists customers in the use of the OPAC, internet, and other computer resources.
- Presents information about library services and programs to individuals and groups, especially services designed to meet special needs.
- Sorts, organizes, and shelves library materials according to alphabetical, numerical, and categorical systems.
- Assists in keeping the library in orderly condition.
- Familiarity with current technology and electronic sources of information.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal tactfully and courteously with the public; and to establish and maintain effective working relationships with co-workers.
- Assist with library programs and meeting room set up as needed.
- Performs related duties as required and assigned by the Director

A typical work schedule will be 16 hours per week minimum, not to exceed 99 hours per month. Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Reasonable accommodations may be made to enable individuals to perform the essential functions.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.