

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Library

Department Head: Rafaela Acevedo-Field

Classification/Name of Position: Library Assistant

Student's Supervisor: Robyn Driver

Office/Location: Library 108

Email Address: robyn.driver@umwestern.edu **Phone #:** 406-683-7542

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

- Library experience is helpful but not required.
- Training will be provided.
- Starting wage is minimum wage. Increased wages are possible as students gain experience.

Purpose/Role of the position:

- Customer Service.
- Keep the library neat and orderly.
- Assist library staff with duties as assigned.

Duties and Responsibilities of the position & how they relate to the purpose/goal:

- Operates the circulation desk including checking library materials in and out.
- Assists patrons in using the catalog, databases, archives, etc.
- Assists patrons with the use of library technologies, such as self-checks, printers, and laminators.
- Maintenance duties pertaining to the physical collection, including the shelving, shifting, and inventory of materials.
- Maintains library statistics such as building usage statistics and circulation statistics.
- Performs general maintenance of library equipment.
- Housekeeping duties such as cleaning furniture and dusting shelves.
- May close facility following set protocols.
- Additional duties as assigned.

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.