

Seton Hill UNIVERSITY

Job Description for: **Library Aide**

Job Summary: The library aide performs a variety of routine and specialized tasks which enable the library to provide maximum service to library users and to satisfy the demand for long hours of operation. Aides must complete 6-8 hours of library training at the beginning of their employment period.

Responsibilities:

1. Manning the circulation desk
 - a. Charging out materials
 - b. Discharging materials
 - c. Retrieving materials from the reserve shelves
 - d. Fielding problems with the copiers and microfilm equipment
 - e. Fielding patron questions regarding basic circulation, policy, and reference issues
 - f. Answering the telephone and directing calls as appropriate
 - g. In-house count on non-circulating materials
2. Shelving returned materials
3. Shelf-reading and maintenance
4. Assisting staff members on special projects as needed

Performance Requirements:

Ability to lift 25 pounds
Computer literacy
Excellent communication skills
Courtesy
Reliable attendance
Customer service orientation

Hours: 4-6 hours per week as determined by the Financial Aid Office. Library hours are 8:00am to 11:00pm, 7 days a week. Aides may be scheduled during any of these hours. Some weekend hours are required for all library aides.

Aides will work for the full academic semester, to be evaluated for rehiring at semester breaks.

Wage rate: Tier I

Supervision: Aides scheduled during evening and weekend shifts report to the librarian on duty. Those working Sunday evenings will report to the designated aide in charge of closing the library. Aides assigned to specific staff members are supervised by that staff member.

The Public Services Librarian oversees assignments and training.
The Student Aide Supervisor oversees coordination with the Financial Aid Office, hiring, training, scheduling, and evaluations.
The Library Director oversees disciplinary measures and unexcused absences.
All the Librarians oversee daily work supervision and special projects.

Reeves Memorial Library
Greensburg, Pennsylvania 15601
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