



Job Title: Library Student Worker

Department: Library

Supervisor: Sarah Hebert

Pay Rate: \$13 per hour

Hours Per Week: 10

Number of Positions: 1

Submit Resume To: SHebert@ccsnh.edu

General Description:

- Maintains confidentiality in all aspects of the position, especially in regards to library user records and student information. Complies with NHRSA 201-D:11 Library User Records; Confidentiality and 20 U.S.C. § 1232g; 34 CFR Part 99.
- Provides service to library users at the Circulation Desk. Checks materials in and out. Helps users locate items. Refers users to library staff members, when appropriate.
- Assists library users with computer-related questions.
- Performs alphanumeric sorting and shelves books. Shelf reads, straightens materials, and keeps library area neat and organized.
- Performs other duties as assigned.

Qualifications:

- Eligibility for the Federal Work Study Program
- Excellent customer service and communication skills
- Attention to detail
- Computer proficiency, especially with Canvas and Microsoft Office products
- Ability to stand on a stool, lift up to 20 lbs., and push carts