

Job Description:

Student Clerk

Age/Grade Requirements: The minimum age for this position is 14 years old. The minimum grade is freshman year in high school.

Job Requirements:

A Student Clerk is expected to be proficient at main desk duties, providing friendly, timely, and courteous service to patrons of all ages. Accuracy, punctuality, and good communication skills are essential to this position. The Student Clerk should have a solid general educational background. Knowledge of library techniques and procedures, or experience in a library setting is helpful. Proficiency with computers and internet searching is desirable.

Student Clerk Duties Include:

Assisting patrons at the front desk, on the phone, and via email

Circulating library materials

Shelving library materials

Registering and introducing new patrons to library services, rules, and staff

Assisting patrons with the use of the online library catalog and with public computer troubleshooting

Following correct circulation desk procedures and library policies

Attending staff meetings

Other tasks as specified by the Library Director, Librarians, or the Circulation Supervisor

In addition to the above listed duties, Student Clerks will be asked to take ongoing responsibility for a specific aspect of library service. The purpose of this added responsibility is to further develop student library skills and to enhance the library. Past examples of this include a focus on Inter-Library Loans, Technology, and Youth or Adult Programming.

Student Clerks are supervised by the Library Director and the Circulation Supervisor, and in the Director's absence, the Assistant Director. Librarians at CCL may also delegate-to and work in cooperation with Student Clerks.

Weekend and evening hours are required in this position. Hours will range between 3 and 10 hours per week depending on need and availability.

Interested? Submit a cover letter, resume, and three references to Sara Donegan, either at the Carpenter-Carse Library or via email at librarydirector.ccl@gmail.com.